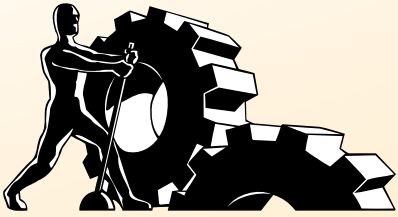


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# Your iPad

**COVERS  
iOS 5**

**Tonya Engst**

**\$15**

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# Read Me First

Welcome to *Take Control of Your iPad*, version 1.0, published in December 2011 by TidBITS Publishing Inc. This ebook was written by Tonya Engst and edited by Michael E. Cohen.

Read this ebook to stay in control of your original iPad or iPad 2, whether you've only recently begun using an iPad or you're a power user exploring everything that the iPad makes possible. You'll find many real-world tips that will help you optimize your iPad experience and avoid problems.

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## Updates and More

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You can access extras related to this book on the Web (use the link in [Ebook Extras](#), near the end; it's available only to purchasers). On the ebook's Take Control Extras page, you can:

- Download any available new version of the ebook for free, or buy any subsequent edition at a discount.
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- Get a discount when you order a print copy of the ebook.

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## Basics

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In reading this book, you may get stuck if you don't understand a few "rules of the road":

- **Links:** All blue text in this ebook is hot, meaning you can tap (or click) it, just like a link on the Web. If you click a link to switch to a

different part of the ebook, you can return to where you were with a shortcut, if your ebook reader has a “back” feature. For example, in iBooks on the iPad, tap the “Back to” link in the lower left (you may have to tap the page once to activate the navigation controls). Or, in Preview in 10.7 Lion, choose Go > Back (or press Command-[ ).

- **iOS:** iOS is the name of the iPad’s operating system.
- **iPad navigation:** I often use a shortcut to describe moving around in the iPad’s interface. For example, to tell you to open the Settings app, tap General at the left, and then—at the right—tap Keyboard, and then tap omw, I might write “tap Settings > General > Keyboard > omw” (**Figure 1** and **Figure 2**).



**Figure 1:** The Settings app icon.



**Figure 2:** In the Settings app, tap an item to configure it. You can drag down on the General view shown here to see more, including the Keyboard option mentioned above.

---

## What's New

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This ebook is effectively the second edition of *Take Control of iPad Basics*, a book that I wrote (and updated thrice!) during the lifespan of iOS 3 and iOS 4 for the iPad.

This ebook is all about iOS 5, the version of the iPad's operating system that Apple released in October 2011. iOS 5 has nifty changes that are worth learning about—more gestures, the Notification Center, Find My Friends, a split keyboard, and the wireless iTunes sync. Also in this ebook, since many readers will have read the first edition—or already have iOS experience, I focus less on the basics to make room for more advanced topics.

If you're trying to get a handle on new iOS 5 capabilities, start with [What's New in iOS 5](#), a few pages ahead.

# Introduction

This ebook is for you if you're on the cusp of buying an iPad, if you've just bought an iPad and aren't sure what to do with it, or if you've had an iPad for a while but want to become more expert with its features and possibilities.

I don't want to waste your time with loads of trivia or obscure facts, so I have done considerable legwork to present you with the most important information about using an iPad. I look at the hardware itself, talk about key accessories, explore core aspects of setting up and customizing an iPad, and look at several noteworthy iOS 5 apps from Apple. All the while, I point out helpful tips and habits that will help you work productively and entertain yourself more fully with your iPad.

I talk about all models of the original iPad and the iPad 2, running iOS 5, the version of the iPad operating system that Apple released in October 2011. Unlike with previous versions of iOS, with iOS 5, your iPad does not need to connect to a conventional computer for tasks like upgrading the operating system. Even so, you may wish to connect your iPad to a computer, and to that end, I discuss Macintosh and Windows PC connections in iTunes.

Let's begin!



# iPad Basics Quick Start

This ebook first looks at how to buy an iPad and related accessories. After that, if you read from start to finish with a new iPad in hand, by the end of the ebook your iPad will be fully operational, your Home screen will be customized, you'll know how to get around, and you'll be using lots of apps. You'll also know how to handle an iTunes sync.

You can jump in and start reading anywhere—just tap a link below. If you want to learn about the iPad through the lens of what's new in iOS 5, read [What's New in iOS 5](#).

## **Decide what to buy:**

- Whether you've not yet bought an iPad or you're thinking of buying one for someone else, see [Which iPad Is Right for You?](#).
- Learn about [AppleCare](#) and [Accessories](#) for your iPad.

## **Learn iPad fundamentals:**

- For help with the Set Up Assistant that runs when you turn on a new iPad, read [Basic Setup](#).
- Learn how to [Turn Your iPad Off and On](#).
- If you're not sure what all those buttons and ports around the edge of your iPad are for, read [Know Your Hardware](#).
- Flip to [Learn the Interface](#) to discover simple (and complex) gestures, learn how to type faster, manage the multitasking bar, find a lost app, copy and paste text, and more.

## **Take your setup beyond the options in the Setup Assistant:**


- Foil thieves and snoops in [Lock Screen](#), [Security Measures](#), and [Secure Safari](#).
- Make your iPad play a sound or show a message when something important happens. Read [Notifications](#).
- Get networking help in [Wi-Fi Network Connections](#), [3G Network Connections](#) and [Bluetooth Connections](#).
- Install the latest version of iOS in [Updating the Operating System](#).

- [Customize the Home Screen](#) with a special photo and folders.
- Learn how to [Find Great Apps](#) and to [Shop for Apps](#).
- Get directions for setting up a wired or wireless iTunes sync in [Manage an iTunes Sync](#).

### **Use apps on your iPad:**

- Find out how to [Start Using a New App](#), and learn how to [Update Apps](#), [Share Apps](#), and [Delete Apps](#).
- Employ your iPad as a personal information manager by reading [Work with Calendars, Reminders, and Contacts](#) and [Send and Receive Email](#). Also learn how to send text messages in [Messages](#) and place video calls in [FaceTime](#).
- Use your iPad as an ebook reader extraordinaire! In [Read Ebooks, Magazines, and More](#), you'll discover the difference between a PDF and an EPUB, plus locate reading material and learn how to put it on your iPad. Also, get tips for how to [Read in iBooks](#).
- Learn to take photos (and videos) with an iPad 2, and how to load and view photos and videos on any iPad in [Take and Enjoy Photos and Videos](#).
- Make your iPad sing (and talk) in [Listen to Music, Podcasts, and Audiobooks](#).
- Get advice on how to use some of Apple's map-related apps in [Find Yourself, Your Friends, and Your iPad](#).
- Fill in forms faster, take advantage of tabs, and use the Read Later list and bookmarks, with the tips in [Surf the Web with Safari](#).

### **The iPad Manual**

Apple's iPad manual describes basic iPad operations, and it has information about the individual Apple apps. You can find it online at [http://manuals.info.apple.com/en\\_US/ipad\\_user\\_guide.pdf](http://manuals.info.apple.com/en_US/ipad_user_guide.pdf) or directly in the Safari Web browser on your iPad. To view it in Safari, tap the Bookmarks  button in the Safari toolbar and then choose iPad User Guide from the popover, way at the bottom.

# What's New in iOS 5

iOS 5 is packed with juicy new features, and many of them are worth the time to explore and integrate into your iPad know-how. Let's take a look! (If you are new to the iPad and some of this doesn't make sense, skim it for now and come back later if you like, after you feel more oriented.)

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## New Gestures

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iOS 5 brings a few new gestures that work with four or five fingers down:

- Reveal the multitasking bar: Swipe up.
- Switch between apps: Swipe left or right.
- Return to the Home screen: Pinch in toward the center.

I found these gestures fun to learn and easy to use. To turn them on, tap Settings > General, and then swipe down to locate and turn on the Multitasking Gestures option.

**Note:** You must be running iOS 5.0.1 or later for these gestures to work on an original iPad.

Also, with just one finger, you can swipe down from the top of the screen to pull open the new Notification Center, which I discuss next.

---

## New Notification Options

---

A striking new aspect of iOS 5 is the Notification Center, which you open by swiping down from the tippy top of the screen with one finger. *Notifications* are short messages about timely happenings, such as alarms on calendar events, incoming text messages, and your turn in a game (**Figure 3**). You can control which notifications appear in the Notification Center, as well as which show ephemerally in banners and which show in alerts and require a tap from you before they disappear. Flip ahead to [Notifications](#) to learn more.



**Figure 3:** The new Notification Center shows timely information, including incoming text messages and current calendar items.

---

## Many New iCloud Services

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A key component of iOS 5 is the way it works with Apple's new iCloud online service. Unlike iCloud's predecessor, MobileMe, iCloud is free, though you may wish to pay for additional storage space.

New features in iCloud include automatic downloads of (some) media that you purchase from Apple, wireless backups of your iPad to iCloud, and Photo Stream sharing of your recently taken photos among various devices and computers. I talk more about [iCloud](#) later.

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## New Apple Apps and Options

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iOS 5 installs a few new apps: [Messages](#) enables even Wi-Fi-only iPads to send and receive text messages, [Reminders](#) is a new way to handle certain to-do items, and [Newsstand](#) is for reading magazines on your iPad, usually magazines where some content is free but most content requires a paid subscription. One other change is that the iPod audio-playing app is now called [Music](#).

In addition to the preinstalled apps, iOS 5 brings two additional Apple apps that you can download from the iTunes Store—[Find My Friends](#) and [Cards](#) (Cards is an iPhone app that helps you make customized greeting cards).

The icons for these new and changed apps are shown in **Figure 4**.



**Figure 4:** The icons for Apple’s new (and renamed) apps in iOS 5.

Some older apps also have new features. A few of the more important changes are these: Safari has tabs (see [More Safari Tips](#), first bullet item), Photos integrates with iCloud’s Photo Stream (read [Turn On Photo Stream on Your iPad](#)), and Calendar can issue invitations (for help with this potentially tricky topic, read [Take Control of iCloud](#)).

---

## Easier Typing

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iOS 5 brings two keyboard-related changes. First, there’s now a split keyboard option that should make it much easier for thumb typists to type rapidly—if you need to type on your iPad while holding the iPad in both hands, you may wish to become a thumb typist. Second, you can set up the new Shortcut feature so that when you type something short, the iPad replaces it with a longer expansion. For example, I made a shortcut that replaces `ttt` with `Tonya Engst`. You can control these options in Settings > General > Keyboard, and I talk about them more in [Type On the Virtual Keyboard](#).

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## AirPlay Mirrors through Apple TV to HDTV

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Apple’s AirPlay technology lets you stream media from your iPad to another device, like stereo speakers or an Apple TV, instead of listening to the audio or viewing the video on the iPad itself. In iOS 5, Apple added the capability to stream a mirror image of whatever is on the screen of an iPad 2 to a second-generation Apple TV, which then

displays it on an HDTV. You can read more about AirPlay ahead, in [Play Media with AirPlay](#).

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## Twitter Integration

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You can now set up your Twitter account in Settings > Twitter so that any Twitter apps that you might have installed can automatically pull in your Twitter feed. Plus, once you've set up your Twitter account, you can share photos via Twitter using the arrow  button in the Photos app. You can choose which apps have access to your Twitter account.

**Tip:** If you tap Settings > Twitter > Update Contacts, your iPad will compare your contacts against the list of people who you follow on Twitter, and the people who follow you. If it finds a match, it will add that person's Twitter avatar photo and Twitter ID to the appropriate entry in Contacts.

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## Wi-Fi Sync

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And... the feature we've all been waiting for... Wi-Fi syncing via iTunes! Somewhat overshadowed by all the hoopla around iCloud, Wi-Fi syncing works much like a normal USB-cabled iTunes sync, except that you don't connect the iPad to a computer using a cable. Instead, you connect it through a local Wi-Fi network. I explain how to set up Wi-Fi syncing, along with the pros and cons of syncing data with iTunes, in [Manage an iTunes Sync](#).

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## Setup Assistant

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Setting up and activating a new iPad no longer requires that you connect the iPad to a computer running iTunes. Instead, when you turn on a brand-new iPad for the first time, you'll be walked through a series of screens that ask for basic information and let you configure a few fundamental features. You'll also run through this new Setup Assistant after resetting or restoring an iPad. I cover the Setup Assistant and the features that it asks you about in [Basic Setup](#).



# Decide What to Buy

Whether you're buying an iPad for yourself or a family member, or recommending one to a friend, this chapter helps you make an informed decision. It also notes other items you might want to purchase for your iPad, such as [AppleCare](#) and [Accessories](#).

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## Which iPad Is Right for You?

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You can buy an iPad from various venues, including an Apple store, AT&T store, Verizon Wireless store, Best Buy, Target, Walmart, or the Apple Online Store ([http://store.apple.com/us/browse/home/shop\\_ipad/family/ipad](http://store.apple.com/us/browse/home/shop_ipad/family/ipad)). Your shopping trip may be more effective, however, if you've considered your options first.

**Timing?** The iPad is pretty fabulous. But the next major model of the iPad could be even more fabulous. For example, Apple may add more storage space while holding the price at the same level. Or Apple might improve the camera or integrate the new Siri voice assistant found in the iPhone 4S. I predict that Apple will change the iPad lineup in early 2012.

---

***If you want a small laptop:*** *If you know how to run a Mac and want a smallish portable device for checking email, writing, spreadsheet work, database entry, and other typing or mousing intensive tasks, what you want instead is the 11-inch MacBook Air because of its far superior keyboard and better precision “mousing” on its trackpad or with an attached mouse (<http://www.apple.com/macbookair/>).*

---

## iPad or iPad 2?

If immediate cost is a big concern and you feel comfortable buying a used or refurbished iPad, by all means buy an original iPad. You'll get an enjoyable device that does nearly everything the iPad 2 does, and you'll save some money. On the other hand, once you hold a lighter, thinner iPad 2, I can almost guarantee that you'll want it instead. The original iPad feels clunky in comparison.

The iPad 2 also has a few potentially compelling features:

- **Cameras:** Apple took a lot of flack for not putting a camera in the original iPad, but I'm not convinced that the camera is a big deal for most people because the iPad is an awkward size for taking photos. True, you can use the iPad 2 as a video conferencing device, but the image quality of the front-facing camera is disappointing (see [FaceTime](#)).
- **Mirroring:** If you give presentations from your iPad, you want mirroring. With *mirroring*, whatever shows on the iPad 2's screen can show at the same time on an external display, such as a VGA projector or HD television. Mirroring works with Apple's Digital AV Adapter and with Apple's older VGA Adapter. And, with the advent of iOS 5, mirroring from the iPad 2 can also be achieved if you [Play Media with AirPlay](#) to a second-generation Apple TV.

In the case of the original iPad, you can give a presentation from only a few applications and even then only in certain modes, so it isn't nearly as flexible.

- **Verizon option:** If you live in the United States and want to connect your iPad to Verizon's data network, you can buy a 3G iPad 2 with the CDMA radio for Verizon Wireless built in, instead of the usual GSM radio.
- **Better performance:** For common iPad uses like reading email or an ebook, viewing photos, or writing simple documents, you'll be happy on the original iPad with its slower A4 processor. On the other hand, iPad tasks that involve intense manipulation of graphical images, sound files, or videos (like in certain games or in editing a movie) will benefit from the faster A5 processor in the iPad 2. Some apps, such as iMovie, don't even run on the original iPad.

Further, the GSM 3G iPad 2 is *HSUPA* compatible, meaning that it might give you faster real-world upload speeds to the cellular data network than an original 3G iPad. I say "might" because it depends on whether the hardware used to make your particular network connection is upgraded to use HSUPA. Certainly having HSUPA makes the 3G iPad 2 more likely to work better for a longer time into the future.



Due to its better hardware, the iPad 2 is more likely to work with more future versions of Apple's iOS operating system, so buying an iPad 2 might cost more now, but eventually cost less if you can keep it running a later version of iOS for longer.

## Wi-Fi-Only or 3G?

Apple makes two types of iPads. Their full names are “iPad with Wi-Fi” and “iPad with Wi-Fi + 3G.” For ease of reading, I call them the “Wi-Fi iPad” and the “3G iPad.” The more expensive 3G iPad has the same features as the Wi-Fi iPad, except it builds in a 3G broadband radio and a GPS receiver. The 3G radio enables the iPad to access the Internet anywhere there's a cell data network (i.e. a mobile phone network) to which your iPad is subscribed, and the GPS receiver helps the iPad pinpoint its location more accurately (see [Location Services](#)).

### CDMA vs. GSM

Most 3G iPads are sold with a GSM broadband radio, and they are meant to be used with AT&T's data network in the United States and with other carriers outside the United States, where GSM networks are common. If you live in the United States, you can alternatively buy a Verizon Wireless iPad, which comes with a CDMA broadband radio for access to the Verizon Wireless data network (<http://phones.verizonwireless.com/ipad2/>). The Verizon model does not have a SIM card, and for the most part it will not connect to data networks besides the one run by Verizon Wireless.

Because the iPhone 4S that Apple released in late 2011 comes with built-in CDMA and GSM radios, it seems likely that a future model of the iPad will also include both radios.

There are some cons to the 3G iPad:

- **Higher cost:** You'll pay \$130 more for the iPad itself, and using the 3G connection requires a paid data plan. For example, in the United States, AT&T offers two pre-paid iPad data plans: \$14.99 a month for up to 250 MB of data transfer and \$25 per month for 2 GB of data transfer. If you use up your data before the end of a month, you can pay for another month and start the new month immediately, if you want. You can also switch plans at any time, and there's no long-term contract. Verizon Wireless, which provides 3G service for the CDMA iPad in the United States, offers data plans at

\$30 per month for 2 GB, \$50 per month for 5 GB, and \$80 per month for 10 GB.

Rates for data plans in other countries vary.

**Note:** Of course, if a Wi-Fi connection to the Internet is available, a 3G iPad can use it instead of a data connection at any time, regardless of whether you've signed up for a data plan.

- **Bandwidth may disappoint:** A con of using the Internet via the cellular data network is slow data transfer, noticeably slower than a good Wi-Fi connection. 3G connectivity is okay—but not fabulous—for average Web browsing, but don't depend on it for watching streaming video or downloading big files.

---

***Tethering may be a better option:*** Tethering is when you create a hotspot with some device (perhaps an iPhone) and then other devices (like a Wi-Fi-only iPad) get on the Internet through the hotspot. Tethering requires some geeky know-how, so it isn't a good choice for everyone, but it could be the right choice for you.

---

The 3G iPad also has some benefits:

- **Always-on connection:** Unlike a Wi-Fi connection, a 3G connection is likely to be available when you are out and about—in locations like trains, schools, and doctors' offices. And, in some cases where a Wi-Fi connection is available, it may cost you \$10 or so per day to access it, for instance at an airport or hotel.

---

***For example:*** Give a kid a 3G iPad in the backseat during a car trip and the 3G connection may stay up for hours. A Wi-Fi connection won't last long enough to make it worth figuring out how to connect.

---

- **Convenience:** Connecting to a cellular network happens automatically with no effort from you. In contrast, connecting to a new network via Wi-Fi typically requires you to tap your iPad's screen a few times and to enter a password—though you can set the iPad to connect automatically to a particular Wi-Fi network, a handy feature at home or work, or anywhere you visit often.

- **Even more Wi-Fi:** Your 3G data plan may include free Wi-Fi access. For example, AT&T's iPad 3G service plan in the United States includes free access to thousands of AT&T Wi-Fi hotspots—many of which are in airports all over the world, as well as, within the United States, at McDonald's, Barnes & Noble, FedEx, and Starbucks—allowing you to connect more quickly (and without running down your data allotment) via Wi-Fi at these hotspots. You can find AT&T hotspot locations at <http://www.att.com/gen/general?pid=13540>.
- **Mapping:** If you'll be using the iPad as an on-the-go navigation assistant for determining where you are and how to get where you are going, whether with the built-in [Maps](#) app or a third-party GPS navigation app, the 3G iPad will be vastly superior, especially with an active data plan. The Wi-Fi iPad can use Wi-Fi positioning to grab coordinates (just like the iPod touch and original iPhone), but that requires an active Wi-Fi connection to send and receive data. The 3G iPad can determine its location using not only information from Wi-Fi positioning, but also from both its GPS chip and cell towers. Also, Apple's [Find My iPad](#) service provides more exact coordinates for the 3G iPad.
- **Future planning:** Even if you never need cellular connectivity, a future user of your iPad might need it.

## Storage Capacity

The iPad stores software and files using internal, non-upgradable flash memory. You can choose 16, 32, or 64 gigabytes (GB) of storage, and you'll pay \$100 for each doubling of capacity. Read **Table 1** to get an idea of how much space you're likely to want for media and apps. If you'll be creating media on your iPad, such as artwork or movies, keep that in mind when you choose your capacity.

To check an app's size, view its catalog page in the App Store, which you can access through iTunes on your computer even if you don't yet have an iPad.

**Table 1: How Many Gigabytes (GB) Do You Need?**

To Store This	Space	Notes
Overhead and system data	2.1 GB	This data must be on your iPad. You don't get a choice.
100 songs	575 MB	128 Kbps AAC format.
1,000 photos taken with an iPhone 4S and saved in iCloud's Photo Stream	1 GB	If I synced photos from my Mac to my iPad, in the same 1 GB of iPad space, I could store 3.8 GB worth of photos (in my case, that would be about 1,000 photos). The photos are automatically resized/compressed during a sync to the iPad.
1.25 hours standard definition video from the iTunes Store	1 GB	iTunes video isn't compressed further during sync. Other formats may give different results.
30 Take Control (or similar) ebooks	100 MB	PDF or EPUB format.
iBooks app	16 MB	Apple's ebook-reading app.
iWork apps	330 MB	<a href="#">Keynote</a> , <a href="#">Pages</a> , and <a href="#">Numbers</a> .
<a href="#">TripIt</a> app	8 MB	Helps you organize travel itineraries.
<a href="#">Netflix</a> app	8 MB	Streams video from Netflix.
<a href="#">Real Racing HD</a> app	153 MB	A game controlled by tilting the iPad.
<a href="#">Magic Piano</a> app	20 MB	A multiplayer music app.
CoPilot North America app	1.4 GB	Navigation apps like this one, which provide voice/map driving directions, have a lot of data!
<b>Total Space Used</b>	6.7 GB	With only the items shown in this table installed, a 16 GB iPad would have over 9 GB free for storing files or adding more media or apps.

**Note:** Figure that a gigabyte contains about 1,000 megabytes (MB).

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## AppleCare

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You can purchase a \$99 AppleCare extended warranty for your iPad. It extends the hardware warranty from 1 year to 2 years, and it extends the free phone support period from 90 days to 2 years. You can read the details of what's covered and how Apple will remedy a covered problem in a PDF available here: <http://www.apple.com/legal/applecare/appforipad.html>.

Reasons to pay \$99 for AppleCare include:

- You think you'll be a frequent caller to the phone support folks (but ideally this ebook will reduce your need to call!).
- You're concerned about the battery. I don't think you need to worry much about the battery, but the AppleCare warranty offers a replacement for any iPad that, within 2 years, can't charge to more than 50 percent of its original capacity. The regular warranty covers just 1 year.
- You tend to be hard on electronic equipment, you know you'll be moving your iPad around a lot, or you expect it to be in especially hot or cold temperatures.

---

***Too cold?*** The iPad's technical specs say you should use it only down to 32° F (0° C), though it's okay to store it down to -4° F (-20° C). See <http://www.apple.com/ipad/specs/>.

---

- You feel more comfortable with a longer warranty.
- You may be able to sell an AppleCare-protected iPad for more.

I didn't buy AppleCare, because \$99 felt like too high a proportion of the total cost of the device.

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## Accessories

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The iPad comes with two important accessories at no extra charge:

- A small USB Power Adapter that you plug in to an electrical outlet.
- A Dock Connector to USB cable. You'll use this cable for two things:
  - **Charge your iPad:** Connect one end of the cable to the iPad and the other to the USB Power Adapter. And, of course, plug the USB Power Adapter in to an electrical outlet.
  - **Move your stuff:** You may wish to use the cable as a physical conduit for moving files, apps, music, and more between your computer and the iPad, whether on a regular basis, or only once, to set up a Wi-Fi iTunes sync (a Wi-Fi iTunes Sync is different from using iCloud).
  - **Fix a problem:** In the case of a serious system problem, you may be able to restore your iPad by connecting it to a computer.

**Tip:** Buy a second USB Power Adapter for travel or to leave at an office. (Apple's iPad 10W USB Power Adapter accessory includes an adapter, a 6-foot power cord, and the Dock Connector to USB cable.) I have at least four of these, scattered around in various rooms.

Beyond those two freebies, there are plenty of optional accessories for making your iPad more useful and fun. For example, you can:

- **Transfer photos to your iPad:** Apple sells a \$29 iPad Camera Connection Kit that can offload photos from your digital camera to your iPad. It includes two dock adapters, one for USB and the other with an SD card slot. Through either adapter, you can download photos into the iPad.

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**Remember, it's optional:** *The iPad Camera Connection Kit is entirely optional—you can also transfer photos from a digital camera to a computer and then from the computer to your iPad.*

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You can read a detailed review of the Camera Connection Kit at <http://tidbits.com/article/11219>. Also, to read more about USB input via a mic, read Andy Ihnatko's article at <http://ihnatko.com/2010/04/27/usb-microphones-work-with-the-ipad-new-post/>.

**Note:** With iCloud, you can transfer recent photos from your Mac (or iPhone or iPod touch) to your iPad automatically and wirelessly (see [Understand What's in iCloud](#)).

- **Output audio to speakers or use headphones:** The jack on the iPad takes a 3.5-mm stereo cable, so you can plug in normal headphones and speakers. For headphones, however, you might prefer wireless Bluetooth headphones.

Bluetooth uses profiles to describe what a device can do. The original iPad and the iPad 2 support headphones that just let you listen to audio (the A2DP profile) and headphones with remote control options like play and pause (the AVRCP profile), but only the iPad 2 supports hands-free headphones designed for use with a mobile phone while driving (the HFP profile). To see the latest from Apple about what profiles are supported, consult <http://support.apple.com/kb/ht3647>. For help finding good headphones, read the article by Dan Frakes at <http://www.macworld.com/article/144708/>.

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***Ask before you buy!*** Before you buy, check the specs for not only the particular profiles but also for something like “fully iPad compatible!” It also wouldn’t hurt to ask. And, make sure you can return the device if you can’t make it work the way you want it to.

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- **Output video from your iPad to a projector, computer monitor, or TV:** Apple sells video output cables for VGA, composite, and component. VGA is useful for connecting to video projectors, while composite (all signals on one cable) or component (three cables separating out video components) are best for plugging an iPad into TVs. For HDMI and HDTV, you can use the Apple Digital AV adapter. (<http://store.apple.com/us/product/MC953ZM/A>, \$39). However, before you buy a cable, check if AirPlay wireless streaming is a better option for you; see [Play Media with AirPlay](#).
- **Dock your iPad:** An iPad *dock* is a hardware device that connects an iPad to other items, such as a power source and a computer. (The iPad also has a software-based “Dock” on its screen, but that’s not what I’m talking about here.)



Until a few days before this ebook was published, Apple sold a \$69 iPad Keyboard Dock, which had a built-in iPad keyboard, and which Apple described as being compatible only with the original iPad. Although this device appears to no longer be available on Apple's Web site, it is still available online from other vendors, such as Amazon. The keyboard works wonderfully with the original iPad, and I recommend it. In my testing, the iPad Keyboard Dock did work okay with the iPad 2 for basic typing, but the physical connection is slightly wobbly.

The basic \$29 iPad Dock doesn't have a keyboard. Be sure to get the correct one for your iPad model; the original iPad model differs slightly from the iPad 2 model.

All these Apple docks prop the iPad up at a good viewing angle. And, the docks have two connectors: a USB port (for connecting to a computer or power adapter) and an audio jack. The idea is that you connect cables to the dock for use on a table or desk, after which you can easily pop the iPad out of the dock and take it away with no cables trailing.

- **Connect wirelessly to a Bluetooth keyboard:** If you want to do a lot of typing on your iPad, you'll want either the iPad Keyboard Dock noted above or a Bluetooth keyboard like the Apple Wireless Keyboard or any third-party Bluetooth keyboard.
- **Write with a stylus:** An iPad stylus is inexpensive, and some people find a stylus to be a great help with note-taking and sketching, much like a pen on paper. Search in Amazon on "iPad stylus" to find lots of options and opinions.
- **Consider a case:** A case may be useful for protecting your iPad if you plan to carry it around a lot, or toss it in a laptop bag. Some cases include a "kickstand" that supports the device at a good viewing angle.

With respect to the original iPad, I own the black iPad case that you can buy from Apple, but I do not recommend it. The material has a rubbery plastic feel that isn't pleasant to touch. It picks up bits of fuzz, like a sweater. You can't dock the iPad with the case on, and the case doesn't come off easily.

My iPad 2 has the cheerful orange version of Apple's whizzy Smart Cover cover/stand device, and I like it, though it's not essential. It



cleverly clings to the iPad 2 using strong magnets, and it protects the iPad's screen much as a book's front cover protects the book's pages. The Smart Cover also folds up neatly to create a stand, angling the iPad screen to make it easier to view. You can see it in action at <http://www.apple.com/ipad/smart-cover/?aosid=p204>.

**Tip:** Don't buy a case or stand right away unless you are sure you'll need one immediately—if you'll be taking your iPad on a trip, or commuting with it, you'll likely want a protective sleeve-style case for it, or one of Apple's Smart Covers, right away. Once you've used your iPad for a few weeks, you'll have a better idea of what you want. Etsy has many wonderful iPad cases for sale (<http://www.etsy.com/>).

- **Stand up for your iPad:** Although many docks and cases can position an iPad at a helpful viewing angle, you may want a device that is devoted to helping your iPad sit on a desk or table at a good viewing angle. You can buy one, but as the photos at <http://www.laptopdesk.net/ipad-stand-diy.html> demonstrate, you can easily make your own. A cookbook stand or plate holder may also work well. Personally, for many months I happily used my iPad in the kitchen with my normal cookbook stand.

About 6 months ago, I began using the FridgePad with my original iPad. The FridgePad is a super-strong magnet with clips. You can pop your iPad in and out of the clips whenever you like, and when it's in the clips, you can mount it on your fridge, using the magnets, with confidence (<http://www.woodforddesign.com/Home.html>).

My husband rather likes the Vario stand from ZeroChroma; it lets you prop up the iPad at numerous different angles in both portrait and landscape orientation (<http://zerochroma.com/>). It's available for the iPad and the iPad 2, and it can be reversed to protect the screen when packed in a laptop bag. See <http://tidbits.com/article/11790> for his review in *TidBITS*.

My editor, Michael E. Cohen, is enjoying using the Thai Pad pillow from Levenger for reading or watching video in bed. In fact, Levenger has several lovely looking iPad stands and cases (<http://www.levenger.com/>).

The online Apple Store carries a microphone stand adapter from iKlip (<http://store.apple.com/us/product/H6254VC/A>) for \$40. I mention this as a pointer to people who need to view an iPad

while speaking or performing, and as an example of the many types of stands available.

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**Picture Frame mode:** *The iPad is easy to switch into Picture Frame mode (lock it and tap a button), so that it shows specified photos in a slideshow. This is fun, but you'll want to put the iPad in an upright position, just as you would a framed photo. A stand, or a dock or case with a kickstand, is a must for this. (You can learn how to configure Picture Frame mode in [Lock Screen](#), later.)*

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### **In the Palm of Your Hand**

If you'll be carrying your iPad around in your hands a lot or using it as a digital clipboard, check out the Hand-e-holder from Burns Computer Services (<http://www.handeholder.com/>). The Hand-e-holder is also perfect if you want to use your iPad as a Ping-Pong paddle. You can read about it in "Palm Your iPad with a Hand-e-holder," at <http://tidbits.com/article/11673>.

**Tip:** You can find more details about Apple's iPad accessories at <http://www.apple.com/ipad/accessories/>. To see a huge collection of available iPad accessories, visit <http://www.ilounge.com/index.php/accessories/ipad>.

# Know Your Hardware

Some people can look at the iPad and instantly know what the buttons and cable-connection ports are for. If that's you, please skip this chapter and move on to a more advanced topic! However, in case you need help, this chapter aims to clarify matters.

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## Which iPad Do You Have?

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Your son-in-law gave you an iPad for your birthday and, really, you've been so busy playing [Word with Friends](#) with your grandson and watching streaming sports, you haven't paid attention to which iPad you have, but now you need to know. The trick? Look for the camera lens.

Orient your iPad so the Apple logo on the back is right side up. Now look in the upper-left corner of the back face of the iPad. If you see a small round hole, that hole is one of the cameras—you have an iPad 2. If you don't see a hole, then you have an original iPad.

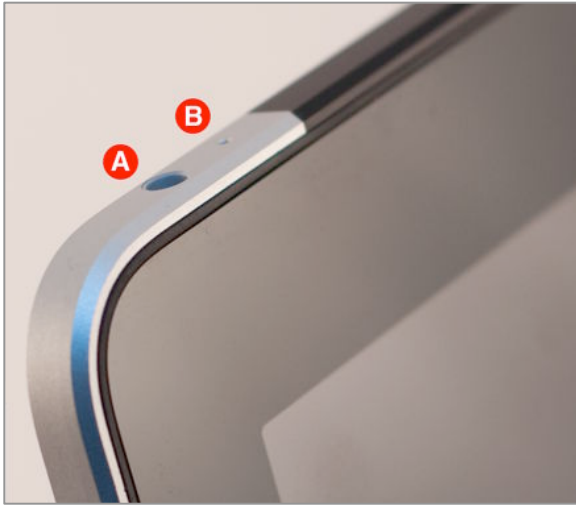
**Note:** To learn more about the differences between the original iPad and the iPad 2, see [iPad or iPad 2](#), earlier.

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## Original iPad

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**Figures 5–8** show the original iPad in an upright, “portrait” position, with the docking port and the round Home button at the bottom. The figures begin at the upper left and work their way 'round from there.



**Figure 5:** iPad in portrait position, upper left.  
(A) Headphone jack, see [Accessories](#) and [Bluetooth Connections](#).  
(B) Microphone.



**Figure 6:** iPad in portrait position, upper right.  
(A) Sleep/Wake button, see [Turn Your iPad Off and On](#).  
(B) Side switch (mutes background sounds and alarms, or locks screen rotation; see [Rotate to Change Orientation](#)).  
(C) Volume up/down.



**Figure 7:** iPad in portrait position, lower center and right.

(A) Dock connector port, see [Accessories](#). The round Home button is above the Dock connector port (see [Go Home](#)).

(B) Speaker vents.



**Figure 8:** iPad in portrait position, lower left side.

(A) The micro-SIM card tray and card on a 3G iPad.

### Removing and Inserting the micro-SIM Card

Like a mobile phone, the more-common GSM model of the 3G iPad has a removable SIM card that stores your cellular subscriber information. The tiny SIM card is a micro-SIM (3FF), the same type of SIM used by the iPhone 4 and 4S.

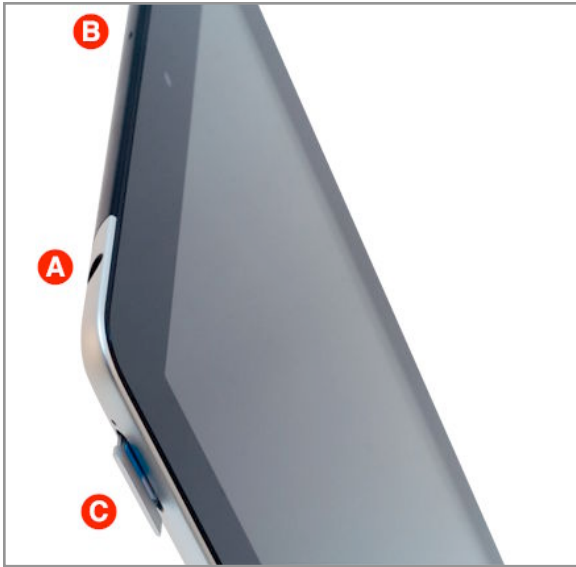
If you ever need to install a new card, you'll need to open the tray shown in **Figure 8** and **Figure 9**: Use the micro-SIM extractor tool that (likely) came taped in a paper packet with your iPad (if you can't find the tool, try a small paper clip). Push the tool into the hole by the tray until you hear a click. If you are the sort who gets flummoxed by this sort of task, view this YouTube video first: [http://www.youtube.com/watch?v=KWPz\\_hgzsuw](http://www.youtube.com/watch?v=KWPz_hgzsuw).

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## iPad 2

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**Figures 9–11** show the iPad 2 in an upright, “portrait” position, with the docking port and the round Home button at the bottom. The figures begin at the upper left and continue clockwise from there.



**Figure 9:** Top left of the iPad 2, in portrait position.

- (A) Headphone jack, see [Accessories](#) and [Bluetooth Connections](#).
- (B) Microphone. Also, notice the front-facing camera lens on the face of the iPad, just around the corner from the microphone.
- (C) micro-SIM card and tray on the GSM 3G iPad; see the tip earlier in this chapter on [Removing and Inserting the micro-SIM Card](#).

### Where Are the Cameras?

The iPad 2 has two built-in cameras. You can see the tiny front-facing one in **Figure 9**, near the B. The round rear-facing camera lens is a little bit larger, and you’ll find it on the back of the iPad, near the Sleep/Wake Button.

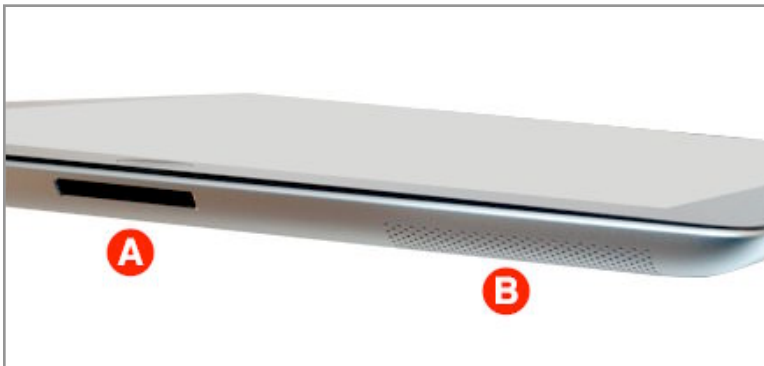
The low-quality front-facing camera is designed for FaceTime video conferencing and for having fun with Apple’s PhotoBooth app, as well as third-party apps. The rear camera is somewhat higher quality (720p), and it is suitable for home videos, though the quality is not amazing.

I explain how to take a photo in [Use the Camera](#), much later.



**Figure 10:** Top right of the iPad 2, in portrait position.

- (A) Sleep/Wake button, see [Turn Your iPad Off and On](#).
- (B) Side switch (mutes background sounds and alarms, or locks screen rotation; see [Rotate to Change Orientation](#)).
- (C) Volume up/down.



**Figure 11:** The iPad 2 in portrait position, looking at the bottom edge from slightly underneath.

- (A) Dock connector port, see [Accessories](#). The round Home button is above the Dock connector port. See [Go Home](#).
- (B) Speaker vents.

# Basic Setup

This chapter looks at the topics that come up in the iPad's iOS 5 Setup Assistant—Location Services, Wi-Fi Network Connections, Backing Up and Restoring, Apple ID, and iCloud.

This chapter is for you if:

- You are turning on a new iPad for the first time.
- You are rebuilding an iPad for a new owner or because your iPad had a serious error and needed to be reset or restored.
- You want to understand or adjust the choices you made in the Setup Assistant.

The next chapter, [Advanced Setup](#), looks at setup options not currently handled by the assistant, but that I think you should also pay attention to.

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## About the Setup Assistant

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Unlike in the past, when you would set up an iPad using iTunes on a computer, setup happens on the iPad's screen with iOS 5.

Working with the iPad's Setup Assistant is like checking in before you board a cruise ship: you have to answer a few questions before you can cross the gangplank. There are two ways to start the Setup Assistant: turn on a new iPad that's not been set up (see [Turn Your iPad Off and On](#)), or reset or restore an old iPad.

The topics in this chapter correspond to the typical order of the major questions that the assistant will ask you.

**Setup tip:** If you are running the Setup Assistant, look for a few blue-backed boxes like this one—they were written for you!



## Resetting and Restoring an iPad

Reset your iPad only if you want a fresh start, know about [Restoring a Backup](#), and are not in a hurry. To begin, tap Settings > General > Reset. At this point, you may wish to consult [The iPad Manual](#) or try one of the less drastic options on this screen. If you truly want to reset, tap Erase All Content and Settings.

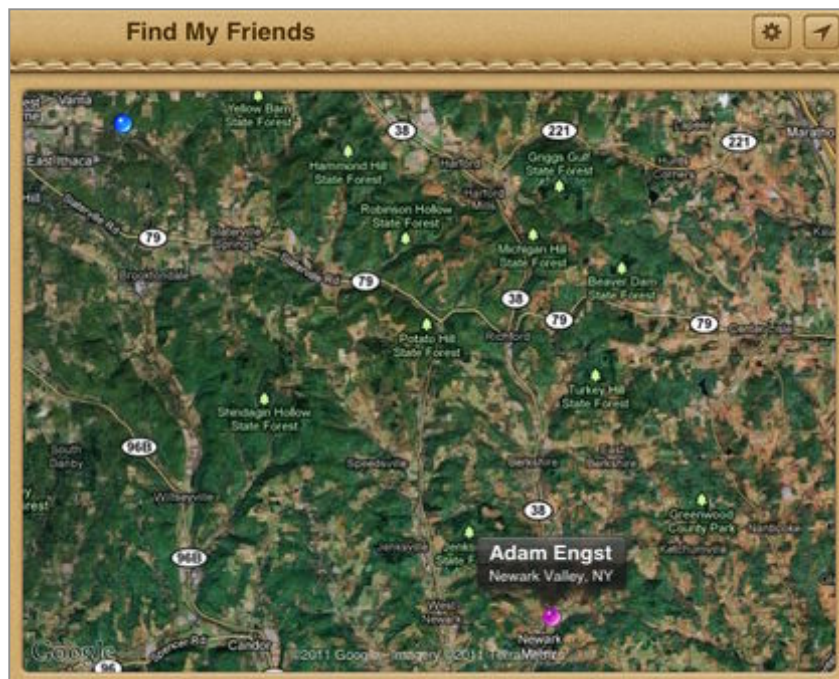
If your iPad is so badly off that you can't access the Settings app, connect the iPad to a computer with a Dock Connector to USB cable, launch iTunes, select the iPad in the sidebar, and then click Restore.

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## Location Services

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Turn on Location Services, and your iPad will (usually) know where it is, often down to the exact intersection or bend in the stream. Your iPad uses whatever technology it can bring to bear on the problem: the iPad 2 uses its GPS and cellular data radio, and all iPads use their Wi-Fi radios. Knowing where you are is handy for pinpointing your location in Maps or any navigation app, and it's essential if you're looking for something nearby, like an ice cream shop. It's also important for [Find My iPad](#) and [Find My Friends](#) (**Figure 12**).



**Figure 12:** In Find My Friends on my iPad, I can tell that my husband made it to Newark Valley (or, at least, his iPhone did).

But Location Services isn't all about you and your location! It's also about helping other people. If your iPad is near a cellular tower or Wi-Fi hotspot, it will send location and identifier info about the tower or hotspot to Apple if it can. Apple can then use that information to help other iOS devices identify their locations. For example, if an iPod touch knows it's near a certain Wi-Fi hotspot that was identified by your iPad, Apple may be able to tell the iPod touch its location. Your iPad may also send GPS and travel speed information to Apple, to help Apple update its traffic database.

All of the above location reporting makes some people nervous, because they do not want information about their location (presumably your iPad is near you) on the Internet or in the hands of a large corporation. In common practice, however, Apple collects location data anonymously—only real spies have even a remote possibility of a practical problem here, but some people have philosophical or theoretical objections.

Location Services is all or nothing—you can't get the benefits without sharing your location with Apple. For most people, Location Services is non-intrusive and helpful. You turn it on with one master switch, and then you can give individual apps permission to track your location.

To further configure Location Services once you've set up your iPad, open the Settings app and tap Location Services. You can turn the feature on or off at the top of the Location Services view. With Location Services on, you can use that same view to enable Location Services for individual apps.

**Note:** If any of the above intrigues or concerns you, read this illuminating FAQ from Apple: <http://www.apple.com/pr/library/2011/04/27Apple-Q-A-on-Location-Data.html>. The FAQ is about the iPhone, but the iPad works the same way.

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## Wi-Fi Network Connections

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If you have a 3G iPad and you've enabled a data plan, you can connect to the Internet over the cellular data network. However, most people either don't have a 3G iPad with a data plan or prefer to connect with Wi-Fi because it is (usually) cheaper and faster.

Another reason to connect your iPad to a Wi-Fi network is to work with local devices that are also on that Wi-Fi network. For example, you might want to [Play Media with AirPlay](#) or to transfer files with a Wi-Fi [iTunes Sync](#) to your computer.

**Setup tip:** On the Wi-Fi Networks screen during setup, if you have a convenient Wi-Fi network available, follow Steps 3–5 below to put your iPad on that Wi-Fi network. Otherwise, tap Connect to iTunes and then use the iPad's USB cable to connect it to a computer running iTunes. In iTunes, select the iPad in the left sidebar and then follow the directions at the right.

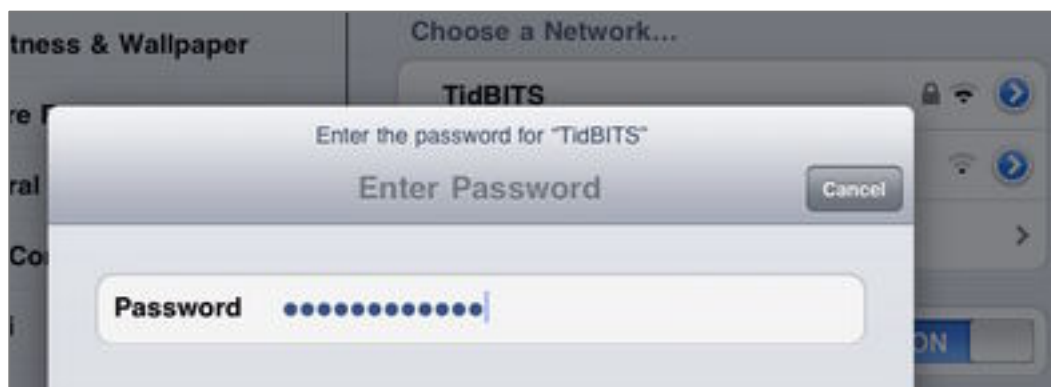
***Are you connected?*** If you are, you'll see a Wi-Fi  icon in the status bar. Also, in Settings, you'll see the name of the network that you're connected to beside the Wi-Fi option near the upper left.

To connect your iPad to a Wi-Fi network, follow these steps:

1. In the Settings app, tap Wi-Fi to open the Wi-Fi Networks pane.
2. If the Wi-Fi option is off, tap the switch to turn it on.

Any available named networks appear in the Choose a Network list, though they may take several seconds to appear.

3. Tap the network that you want to join, or if the network you want to join doesn't appear, tap Other.
4. Enter the requested information (**Figure 13**).



**Figure 13:** After tapping the name of the Wi-Fi network that you want to join, enter the requested credentials.

5. Tap the Join key (**Figure 14**). (On a physical keyboard, press Enter or Return instead.)



**Figure 14:** After using the onscreen keyboard to enter login credentials, tap the Join key at the right of the keyboard.

If all goes well, your iPad connects to the network and a checkmark appears beside the name of the network in the Choose a Network list (**Figure 15**).



**Figure 15:** Success! This iPad is connected to a Wi-Fi network called TidBITS.

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***If you connect at a public Wi-Fi hotspot:*** You may have another step to complete before you can use the Internet: agreeing to the public hotspot's rules or paying a fee. If that's the case, use Safari to try to open any Web page. Safari instead will load the connection page on which you can supply the necessary info for that hotspot.

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## Disconnecting from Wi-Fi

To disconnect from a Wi-Fi network, in the Settings app, tap Wi-Fi to open the Wi-Fi Networks pane. In the Choose a Network list, tap the network's detail ⓘ button; then tap Forget This Network and tap Forget again in the confirmation dialog that appears.

You might want to turn off your Wi-Fi radio entirely to save power. To do so, in the Settings app, tap Wi-Fi and toggle the Wi-Fi setting to Off. You can also turn off your Wi-Fi radio by turning on AirPlane Mode—it's the first option in the left column of the Settings app.

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## Backing Up and Restoring

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If your iPad were smashed, stolen, or submerged, you could buy a new iPad, but what about your data? If you've made a recent backup, you can restore it to your new iPad. A backup can also be helpful—or essential—if you need to reset a messed up iPad or if you are upgrading from an original iPad to a newer model.

### Setup Advice: Set Up and Restore

If you're running the Setup Assistant and you're asked whether you want to set up as a new device or restore from a backup, here's what you should do:

- ◆ If you've never owned an iOS device before, set it up as new.
- ◆ If you have owned an iOS device and have a current backup in iCloud or on a handy computer, you may wish to restore from that backup because it will include your iOS settings and iTunes sync settings. This could save you a lot of time. On the other hand, the first time you sync, you might load a lot of old, unwanted media or a lot of iPhone/iPod touch apps that won't look good on the bigger iPad screen.
- ◆ If you are resetting an iPad that has a system problem, restoring a recent backup is a way to get back to where you were—that is, if the backup doesn't include whatever caused the problem.

Backups include documents and other content that you've generated or stored in your apps, your Home screen organization, and most of your settings. Backups don't include apps or media that you've bought from

Apple or that are not from Apple but that you've synced to your iPad with an iTunes sync. They also do not include photos in your Photo Stream, unless those photos are also in your iPad's Camera Roll. The idea here is that if you need to restore from a backup, you can also redownload or resync your apps and media.

## Making a Backup

You have two options for backing up your iPad—an iTunes sync or iCloud. An iTunes sync uses a local connection (USB cable or Wi-Fi network) to back up to one computer, typically the computer in your home or office, whereas an iCloud backup moves your data over the Internet to iCloud. **Table 2** explores the pros and cons.

Table 2: Backing Up via iTunes Sync vs. iCloud		
Feature	iTunes Sync	iCloud
Local backup	Yes	No
Offsite backup available in case of fire, flood, etc.	No (unless the iTunes computer is backed up offsite)	Yes
Requires Internet connection	No	Yes
Backup easily retrieved in any location with Internet connection	No (you could work around this, but it might not be quick or pretty)	Yes, easily, but remember that none of your apps or media are included
Cost	Free, but consumes some disk space	Free (unless you need to buy more iCloud space)

To learn how to do an iTunes sync, read [Manage an iTunes Sync](#).

To start backing up to iCloud, follow these steps:

1. In the Settings app, tap iCloud. If necessary, log in.
2. Tap Storage & Backup, and then turn on iCloud Backup.

You can start backing up right away by tapping Back Up Now or, per the directions on the screen, let your iPad automatically back up the



next time its Lock Screen is active while it is plugged into power and connected through a Wi-Fi network to the Internet.

You can continue to use your iPad during a backup.

You should explore the options for controlling which apps' data backs up in the Settings app: tap iCloud > Storage & Backup > Manage Storage. Then tap the backup with the name of your iPad (**Figure 16**).



**Figure 16:** The “TidBITS iPad 2” backup consumed only 189 MB, so I don’t need to conserve space in my free 5 GB iCloud allocation. However, to save space, or for another reason, I can turn off backups for any app’s data.

To read Apple’s latest advice and to learn more about backing up and restoring an iPad, see these Apple articles:

- General iOS backups: <http://support.apple.com/kb/HT1766>
- iTunes: <http://support.apple.com/kb/HT4946>
- iCloud: <http://support.apple.com/kb/HT4859>

## Restoring a Backup

You may be wondering, “What do you mean ‘restoring’? I’m just setting things up!” Well, yes, but you may need to restore a backup when you’re switching to a new iPad, or when a major iOS upgrade requires it. Don’t worry, though: if this information doesn’t fit your situation now, just remember that it’s here, in case you want it later.

Restoring an iPad backup is an all-or-nothing procedure. You can’t retrieve a single deleted document or just return your Home screen to the custom arrangement that it had last week.

Before you begin, ensure that you have a few hours free—restoring might take only a few minutes, but it could take a long time to copy all your settings, apps, and media back to the iPad.

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***Are you comfortable?*** I suggest you read to the end of this short topic about restoring a backup. If you start to feel uncomfortable, this would be a good time to ply a geeky friend with cookies to see if she’ll help you with the procedure.

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There are several ways to restore a backup. In the steps below, I share what I believe are the most direct options.

### To restore an iCloud backup:

1. Make sure your iPad has a Wi-Fi Internet connection, and then connect your iPad to a power outlet.
2. Tap Settings > General > Reset. (The Reset option is way at the bottom of the General view.)
3. Work your way through various dialogs and delays until you reach the Set Up iPad screen. Tap the option to restore from iCloud.

You may be asked to tap in your Apple ID several times as the procedure continues.



## To restore an iTunes backup:

1. Connect your iPad to the computer where you made the backup, using a USB cable. Launch iTunes, and find your iPad in the left sidebar of the iTunes window.
2. Control-click your iPad's name, and choose Restore from Backup.
3. Choose a backup from the iPad Name pop-up menu, and then click Restore.

After you've restored an iTunes or iCloud backup, the iPad will be missing any apps and iTunes media that was on your iPad before you began the restoration process. To get it back, you can sync it from iTunes or redownload it from iCloud.

Other items that sync (like contacts and calendars) must be re-synced: items that sync wirelessly over the Internet should appear within a few minutes; items that sync from iTunes need to be re-synced the next time you connect your iPad to its host copy of iTunes, either via Wi-Fi or the USB cable.

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## Apple ID

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Your Apple ID is the username for your Apple ID account. You'll use this account to track hardware, software, and media that you buy through Apple (such as a new computer, an app, or a song). It also works with iCloud to connect you with Apple's various Find My... services (such as [Find My iPad](#) and the new-in-iOS-5 [Find My Friends](#)), and it works with iCloud's calendars and contacts.

To be a successful iPad user, you must realize the following:

*Your Apple ID and its password is like a passport for your online travels in Apple-controlled territory. If you forget it, you will have problems. It would be great if the iPad could just "know" who you are, but it can't. It's essential that you devise a foolproof system for keeping track of your Apple ID and password.*

## Setup Advice: Apple ID

After you scan the list of Apple ID possibilities below and reflect on your situation, enter an Apple ID in the Setup Assistant if you know that you have only one Apple ID that you want to use on your iPad, whether for iCloud, MobileMe, shopping in iTunes, Find My Friends, or whatever. However, if you want to use different Apple IDs for different Apple services, *skip this step* in the Setup Assistant.

As you consider what to enter for your Apple ID, here are some things that you should know, depending on whether you already have some form of Apple ID. If you have:

- **No Apple ID:** You don't have to create one immediately, but sooner or later—either as you read this ebook or as you explore the iPad on your own—you'll be asked to create one. If you want to create yours now and you're in the Setup Assistant, go ahead. Otherwise, open the Settings app, tap iCloud, and then tap Get a Free Apple ID. Put some thought into your ID and password, since you'll be typing them frequently.

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***Kids and credit cards:*** The Apple ID that you create in the Setup Assistant can be linked to a credit card, but a credit card does not appear to be required. However, Apple gives specific directions for creating an Apple ID that is not linked to a credit card at <http://support.apple.com/kb/ht2534>. The date you give when setting up an Apple ID must indicate that the ID is for someone age 13 or older.

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- **Only one Apple ID (and no MobileMe userid):** Great! You are all set. You can enter it in the iPad's Setup Assistant, and then you'll be all set to log in to iCloud, or to buy Apple media and apps.
- **Only one MobileMe userid (and no other AppleID):** Your MobileMe userid is your Apple ID. If you're not sure whether your MobileMe userid ends with mac.com, me.com, or both, the answer is both. Personally, I use me.com because it is shorter to type and more modern. Be sure to read [MobileMe?](#) a few pages ahead, before you use a MobileMe userid with the iPad's Setup Assistant or to log in to iCloud.
- **More than one MobileMe and/or Apple ID:** If you are in the Setup Assistant, don't enter an Apple ID. That way, you can enter it

later when you need to buy something or turn on iCloud, and be sure you are entering the right ID for what you want to do. (It's possible to use one Apple ID for purchases and another for iCloud.)

If you've used only one of these accounts for purchasing apps and media from Apple, be sure to use this account for all app and media purchases going forward: if you buy apps or software with multiple accounts, it is not possible to redownload your purchases or update your apps without logging in to each of the accounts you used when you purchased them, and you can log in to only one account at a time.

Unfortunately, many people (and families) have bought apps and media with more than one Apple ID, and they are experiencing frustration with entering (and re-entering) login info. Apple has yet to offer a way to consolidate purchases in one account (though some people have found a partial solution in Home Sharing, a feature that I explain in [Share Apps](#)). The best I can say is that you should let Apple know if this is a problem for you, and be sure to make all your new software and media purchases with one ID.

**Tip:** With the advent of iOS 5, it seems that some families are having success with using one joint Apple ID for media and app purchases, and using individual Apple IDs for other Apple services.

## How to Set Up Your Apple ID for the iTunes Store

To tell your iPad which Apple ID to use when you shop, and to automatically download new app purchases and (some) new media purchases, follow these steps:

1. Tap Settings > Store and, on the Store view (**Figure 17**), make sure you are logged in with the Apple ID that you use to buy apps and media from Apple.
2. Turn on the switches for Music, Apps, and Books.

For example, if you turn on the Music switch and then shop in iTunes on the larger screen of a desktop computer for a new album while logged in to the iTunes Store with the same Apple ID, your new music will be automatically delivered to the Music app on your iPad, likely within seconds.



**Figure 17:** Your "Music" purchases from the iTunes Store (which includes music and TV shows), the App Store, and the iBookstore can automatically appear on your iPad, if you turn on the corresponding automatic download switch.

If you are still using MobileMe (at least until it expires in June 2012; see [MobileMe?](#)), you can configure that by tapping Settings > Mail, Contacts, Calendars > Add Account > MobileMe. I talk about setting up iCloud next.

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## iCloud

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In the 1980s, a student who wanted to, say, start writing an essay at home on one computer but then continue composing at school with a different computer, could transfer the document between computers on a floppy disk (while walking uphill through the snow, barefoot). By the turn of the century, a student might “FTP” a file over the Internet to a server. Once at school, the file could be downloaded to a computer.

However, floppy drives, FTP, and even flash drives are on their way out. Today, students put their essays onto an Internet-based “cloud” server. They may even do their wordsmithing within the cloud. (My seventh-grader son gets extra credit if he submits his work by sharing it with his teacher *in* Google Docs.)

Nowadays, it’s hard to spend time on the Web without tripping over a cloud service—they’re everywhere. Examples of cloud services include Dropbox, Amazon Kindle, Netflix, CrashPlan, Instapaper, Flickr, Facebook, and Twitter. If you know nothing else about cloud services, know this:

*A cloud service doesn’t care what computer you use. So long as you can log in to the cloud service with some piece of software—a Web browser, a backup program, a calendar app, an email app on a smartphone (the list goes on and on)—you can access your files and settings from the cloud service.*

With iOS 5, Apple has rolled out a new cloud service, called iCloud. You can store certain files and data on iCloud, and then your files and data can automatically appear on (or be available for download to) all your computers and devices that are logged on with the same Apple ID. (I talked about the [Apple ID](#) earlier in this chapter.)

iCloud is free for the first 5 GB of disk storage, but unlike with many “cloud” based storage systems (such as MobileMe), you can’t store whatever you want in your 5-GB iCloud allotment. Instead, it holds only your iOS backups and the messages in your iCloud email account, along with data from iCloud-savvy apps. There’s an annual fee if you require more space: \$40 for 20 GB or \$100 for 50 GB.

## MobileMe?

With iCloud, Apple has modernized its online services and announced that the MobileMe service will cease to function at the end of June 2012. Millions of MobileMe users, therefore, must eventually switch to iCloud to continue using certain features offered by MobileMe. Note, however, that not all of MobileMe's features are available in iCloud. If you try to turn on iCloud while logged in with a MobileMe-associated AppleID, you will be asked if you want to make the switch. *Do not make this switch on a whim!* Switching to iCloud also converts your calendars and contacts to iCloud format, and that format will not sync to Macs that are not running 10.7.2 Lion or later, iOS devices that are not running iOS 5, or Windows XP computers.

[\*Take Control of iCloud\*](#), by Joe Kissell, has a great deal of information about this transition.

## Setup Advice: iCloud

When you run the Setup Assistant, you may be asked if you want to use iCloud. If this is your first ever Apple product and you've never used Apple's MobileMe online service, go ahead and turn on iCloud—I think you'll like it.

Otherwise, if you already have other Apple hardware and you aren't sure about iCloud or about what turning on iCloud might mean for an already existing MobileMe account *do not turn on iCloud here*. Switch to iCloud when you can focus on iCloud, and you aren't in the throes of setting up an iPad.

If you turn it on iCloud, the assistant will ask if you want to back up to iCloud. To learn more about this, flip back to [Backing Up and Restoring](#). The assistant will also ask if you want to turn on [Find My iPad](#). I recommend turning this on, since it can be a big time-saver for finding a lost iPad.

## Understand What's in iCloud

iCloud gives you these features:

- **Email:** Your Apple ID is also an email address, and iCloud acts as a mail server, allowing you to send and receive email from many email clients (including the built-in Mail app on the iPad and Mail on the iCloud Web site).

- **Contacts and Calendars:** iCloud can store your calendar and contact info, both to sync that info with your various devices and so you can view and modify that info on the iCloud Web site. Note that iCloud calendars synchronize only to devices running iCloud—Windows Vista or 7, 10.7.2 Lion or later, iOS 5 or later. (Learn more in [Turn On iCloud Syncing for Calendars, Reminders, and Contacts](#).)

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**MobileMe warning!** *Do not upgrade a MobileMe account to iCloud unless all the devices that you want to synchronize with MobileMe data can connect to iCloud.*

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- **Reminders, Bookmarks, and Notes:** iCloud can sync data from Apple’s Reminders and Notes apps between your iOS devices as well as sync that data with compatible applications on a Mac or Windows PC. It can also sync your Safari bookmarks and your Safari Read Later list among your devices and computers. (For more information, read [Turn On iCloud Syncing for Calendars, Reminders, and Contacts](#).)
- **Find My iPad:** [Find My iPad](#) can locate a missing iPad, send a message to that iPad, and even erase the iPad.

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**MobileMe warning!** *If you upgrade a MobileMe account to iCloud, you will be unable to use Find My iPad with that account to locate an iOS device that isn’t running iOS 5. The first- and second-generation iPod touch, original iPhone, and iPhone 3G cannot be upgraded to iOS 5.*

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- **Find My Friends:** [Find My Friends](#) works with mutual consent. Once a friend (or family member, of course) gives permission, you can permanently or temporarily track that person’s location on a map shown within this app. (Your friend must be carrying an iOS device that’s connected to the Internet for this to work.)
- **Photo Stream:** Your Photo Stream contains the last 30 days worth of photos that you’ve taken with the camera on any iOS device, that you’ve loaded into either iPhoto ’11 version 9.2 or later or Aperture 3.2 or later, or—in Windows Vista or 7—that you’ve copied into the folder at [My Pictures\Photo Stream\Uploads](#). You can view your Photo Stream in the Photos app on your iPad, among other places. Although your Photo Stream is part of your iCloud account, the



space that the images consume does not count against your iCloud disk space allotment. (Read [Turn On Photo Stream on Your iPad](#), later, for more details.)

- **Documents & Data:** This option gives you storage and (some) automatic transfer of files from *within* the Pages, Numbers, and Keynote apps that comprise Apple's iWork suite. The idea here is that you can work on different iOS devices interchangeably—so long as you are logged in with the same Apple ID on each device and using the same software (i.e. Pages), your files are always available. It is likely that more software will support this technology in the future, including not just iOS 5 apps but also applications running in Mac OS X 10.7 Lion.

**Tip:** You can copy documents from iWork apps to your computer through an [iTunes Sync](#), or you can transfer them through your account at <https://www.icloud.com/>. Click the iWork icon, click an app name, and then select a document icon and then click Download.

**Tip:** When you are in the Keynote, Pages, or Numbers areas of the iCloud site (as in the tip just above) you can upload a file to iCloud from a Mac or Windows PC. Drag any iWork document, recent Office document, or text file into the browser window, making sure to drag compatible formats to the right place. For example, make sure to drag an Excel spreadsheet into the Numbers area of the iCloud site, not the Keynote area.

- **Backups:** You can back up an iOS device to iCloud, as I explained earlier in this chapter, in [Backing Up and Restoring](#).
- **Automatic downloads and redownloads of Apple media:** This feature provides storage and redownloads of some types of media that you've purchased from Apple: ebooks, songs, TV shows, and apps. (Audiobooks and purchased movies are excluded, as are TV shows purchased with non-U.S. iTunes Store accounts.) iCloud also provides optional automatic propagation of freshly purchased Apple media to your Apple-ID-logged-in devices (except for audiobooks and movies, but including TV Shows, globally).

To find out how to switch on automatic downloads, flip back to [How to Set Up Your Apple ID for the iTunes Store](#).



- **iTunes Match:** For \$24.99 per year, iTunes Match will manage your digital music files and (if all goes well) automatically make them available on up to ten of your computers and iOS devices. For example, you might have added music to iTunes by ripping music CDs; iTunes Match makes even that music available on all your devices, just as though it had been purchased from Apple. As this ebook goes into production, iTunes Match can handle no more than 25,000 tracks and works only with iTunes Store accounts that are connected to a U.S. credit card. iTunes Match requires iTunes 10.5.1 or later.

For more information about iTunes Match, read *Macworld's* excellent article, “Hands on with iTunes Match,” at <http://www.macworld.com/article/163604/>, or consult the Apple support article at <http://support.apple.com/kb/HT4914>.

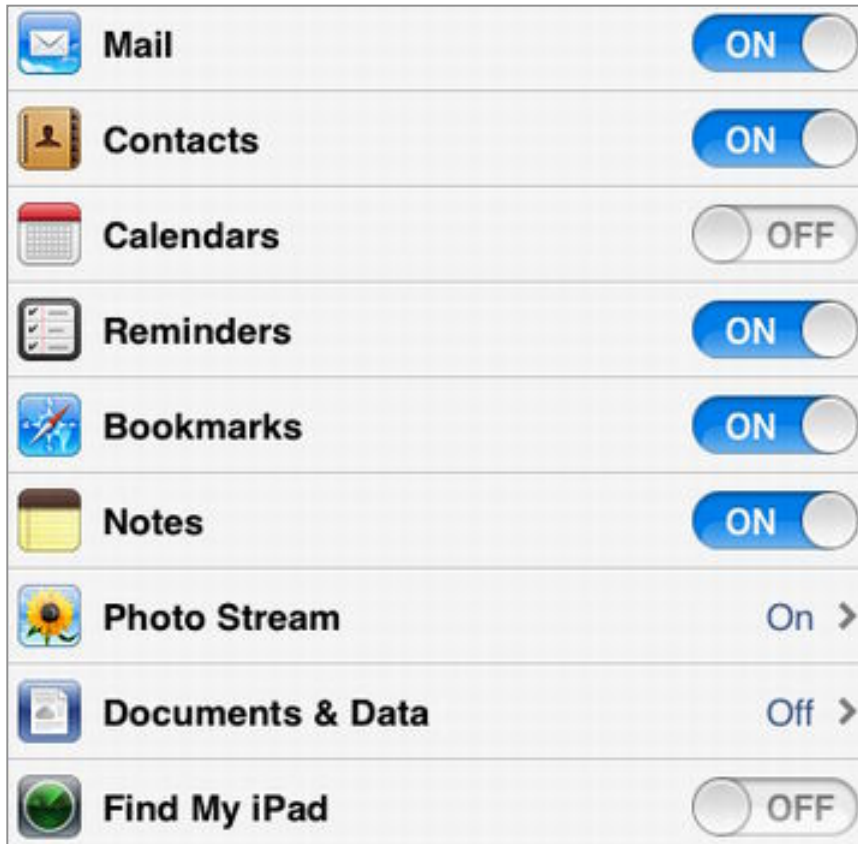
**Note:** If you subscribe to iTunes Match and enable it on your iPad, iTunes Match *replaces* the option to sync music from the iTunes library on your computer.

## Log In to iCloud

Although you can turn on iCloud in Settings > Mail, Contacts, Calendar, I think it is simpler to turn it on in Settings > iCloud:

1. In the Settings app, tap iCloud.
2. In the iCloud view:
  - If you have an iCloud account (or you know which Apple ID you want to use for an iCloud account), enter your Apple ID and password and tap Sign In.
  - If you want to set up a new Apple ID, tap Get a Free Apple ID.
  - If you don't know what Apple ID to use for your iCloud account, consult [Apple ID](#), earlier.
3. If you are asked if it's okay to merge contact and calendar data on your iPad with the data in iCloud, you don't have to tap Merge at this time, though you will later, if you turn on contact or calendar syncing.

4. If you are asked if it's okay for iCloud to use the location of your iPad, tap either option. For more details, read [Location Services](#), earlier in this chapter. You can change this setting at any time.
5. Turn on (or off) any or all of the toggle switches (**Figure 18**).



**Figure 18:** You can control what types of data will sync.

I talk about most of these options later in the ebook.

### **Setup Advice: Diagnostics**

If you're reading this chapter while running the Setup Assistant, after agreeing (or not) to setting up iCloud, you'll be asked whether you want to send diagnostics and usage data to Apple. Whatever you decide, you can reverse your decision at any time in Settings > General > About > Diagnostics & Usage. Tap Automatically Send or Don't Send, depending on your preference.

# Advanced Setup

In the previous chapter, [Basic Setup](#), I covered options that come up in the iPad's Setup Assistant. The Setup Assistant gets you up and running, but to fully furnish your iPad, there are more important options to configure.

In this chapter, I first look briefly at profiles, because if a profile is installed on your iPad, it's possible that some aspects of this chapter won't work exactly as described. After that, I talk about a few key topics that nearly every iPad owner should pay attention to—how to operate the [Lock Screen](#), set [Security Measures](#), and handle [Notifications](#).

With those key topics out of the way, I then move on to additional important options. These will matter a great deal to some people, but others may find them esoteric or unrelated to their current iPad use. That's fine—just flip through and follow the directions as needed in [3G Network Connections](#), [Updating the Operating System](#), [iTunes Sync](#), and [Bluetooth Connections](#).

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## Do You Have a Profile?

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If you received your iPad from your employer, or if you are student and your school gave you an iPad, your device may have a profile stored on it. This profile was created by your organization's IT department. And, if your iPad doesn't have a profile, you may be asked to install one through a link provided on the Web or in email.

A *profile* contains certain customizations and limitations that come part and parcel with your use of the iPad. For example, special apps might be pre-installed on your Home screen; you might have accounts pre-configured for you in Settings > Mail, Contacts, Calendars, like a calendar- or contact-related account for your place of work, or an email account; a VPN (virtual private network) might be set up to ensure that you use the Internet more securely; or you might be not be allowed to use some apps. Also, a profile may require that you have a passcode set at all times, or it may require you to have a more elaborate passcode than the four-digit option shown in **Figure 21**, slightly later in this chapter.

To see if your iPad has a profile installed, tap Settings > General, and look for a Profile option. You can tap the option to learn more about what the profile controls.

**Tip:** If you receive a configuration profile in email or via the Web on your iPad, tap it to begin installing it.

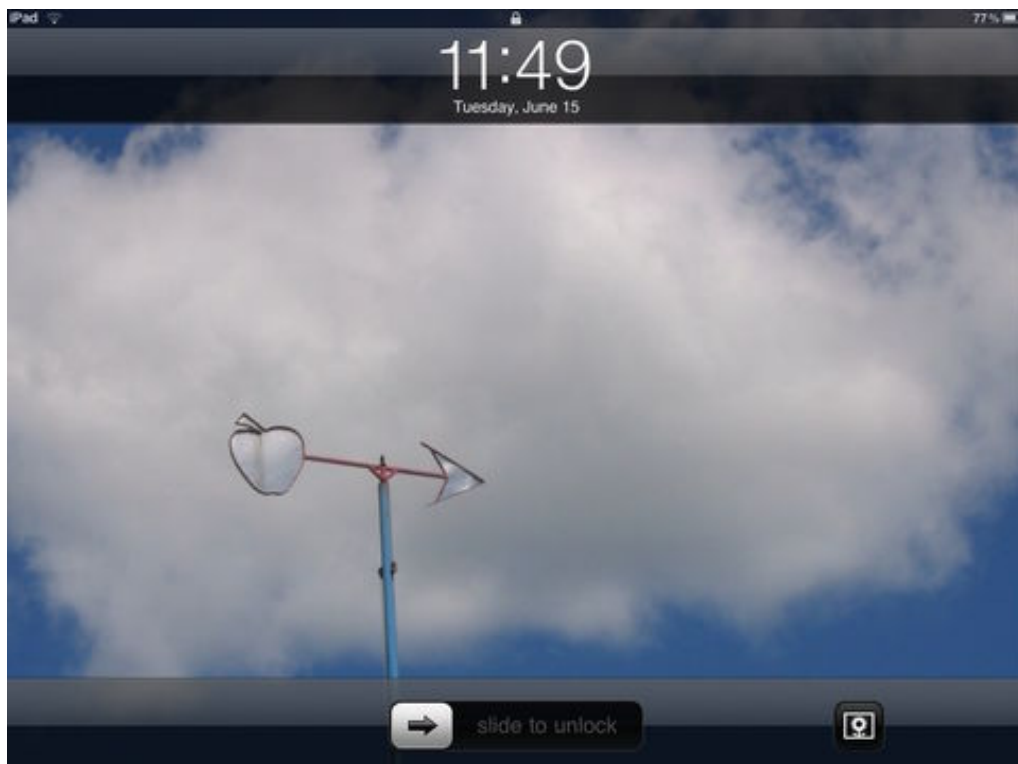
**Note:** To find lots of advice and directions about creating and distributing profiles, visit Apple's "iPad in Business - Resources" page at <http://www.apple.com/ipad/business/resources/>.

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## Lock Screen

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The first screen that you'll see after turning on (or waking up) an iPad is the Lock screen (**Figure 19**). To customize the image on the Lock screen, tap Settings > Brightness & Wallpaper, tap the Wallpaper well, and select an image. In the preview that appears, at the top right, tap Set Lock Screen.




**Figure 19:** Here is my Lock screen, customized with a photo taken at an orchard near my house. Notice the "slide to unlock" slider (bottom, center) and the Picture Frame button (lower right).

You can also customize your Lock screen by causing notifications to appear on it—I talk about [Notifications](#) later in this chapter.

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**Enter Passcode?** *Your Lock screen may have an Enter Passcode dialog superimposed on top of it. I talk about passcodes in [Security Measures](#), a few pages ahead.*

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You can tap the Picture Frame  button (shown at the lower right in **Figure 19**, earlier) to enter Picture Frame mode. In Picture Frame mode, the iPad acts like a digital picture frame, showing photos stored in the Photos app. To stop the slideshow, tap the screen or press the Home button.

**Tip:** You can read about how to [Add Photos to the Photos App](#) later.

To set up your iPad's Picture Frame slideshow, tap Settings > Picture Frame. Your choices include:

- **Transition:** Dissolve shows a single photo at a time, whereas Origami puts multiple photos on the screen simultaneously and fills the entire screen (**Figure 20**).



**Figure 20:** With the Origami effect, images appear to fold and unfold, and your screen often shows more than one photo at once.

- **Show Each Photo For:** The 3-second default works well, so I suggest keeping it for now.
- **Zoom In on Faces:** This option can zoom in strangely on some photos, hurting the overall effect, so try it on your photos in order to decide whether you want it on.
- **Shuffle:** Don't turn on shuffle if you're using the Origami transition, since Origami works better when it's showing related photos. Shuffle is fine if you're using the Dissolve transition.
- **All Photos, Albums:** Pick the source of the photos you want to use in the slideshow here.

Next time you tap the Picture Frame button on the Lock screen, your new settings are in effect.

**Tip:** If you put your iPad to sleep while it's playing audio from some apps (such as [Music](#)), the screen will go blank, but playback will continue. To quickly access playback controls—including volume, AirPlay, and Pause—without unlocking the screen, double-press the round Home button beneath the screen.

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## Security Measures

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Depending on how you're set up, a mildly competent identity thief, ex-wife, jilted boyfriend, or, really, anyone, could do these things with an unprotected iPad:

- View [Notifications](#) relating to reminders and incoming text messages in your Notification Center.
- Read your email, plus write and send email from your email address.
- See what Web pages you've been browsing recently or have added to your Read Later list.
- Log in as you to any Web site where you've stored your login information. (And, potentially change your login information!)
- Access all documents stored in your various iPad apps, as well as view your Contacts and Calendar contents.



If any of the above seems disturbing, it should. Fortunately, you can—and should if you have any worries about who might access your iPad—put a passcode on your iPad, so that, when you wake it, it won't let you past the Lock screen until you tap in the passcode (**Figure 21**). You may also want to [Secure Safari](#), as I explain later.



**Figure 21:** If you set up a passcode lock, you must enter it immediately after you wake your iPad from sleep.

## Set Up a Lock Screen Passcode

To set your passcode:

1. Open the Settings app, and tap General > Passcode Lock.
2. If you'd like to set a simple 4-digit passcode, make sure the Simple Passcode option is on. (Or, to set a longer and more complex password, turn Simple Passcode off.)
3. Tap Turn Passcode On.
4. Tap in your passcode, and then tap it in again.
5. Tap Require Passcode, and then choose how long the iPad has to be asleep before the passcode is required when you wake it.
6. Optional: Turn on the Erase Data option. After you've had your passcode operating for a few days and become confident of your ability to enter it successfully (and of your ability to make regular

backups), consider turning this on to ensure that you can prevent others from accessing your data, should your iPad be stolen.

Now, after the amount of time that you set in Step 5, above, elapses, your iPad will be nearly impregnable, unless the passcode is typed correctly.

## Passcode-Protected Restrictions

A few options in General > Restrictions are worth turning on for anyone, but if you are setting an iPad up for someone else (a child or an elderly relative with partial dementia, for instance), think carefully about which restrictions to turn on. Unfortunately, Restrictions does not have a time-based shut-off (i.e., no iPad use after 11 PM on school nights), so parents must use other measures if they wish to prevent Angry Birds all-nighters.

Everyone should consider turning on these options in the Restrictions view:

1. At the top of the Restrictions view, tap Enable Restrictions. (By enabling restrictions yourself, you prevent someone else from enabling them without your knowledge.)
2. Tap in a four-digit passcode. (Yes, this is another one to remember; I use the same one as my Lock screen passcode.) Tap it in again.
3. Now that you've enabled restrictions, slide down to Allowed Content. If a child will be borrowing your iPad, or if you don't trust yourself to stay within budget while playing an exciting game, either turn off in-app purchases or leave them on but set the Require Password option to Immediately.

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## Notifications

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Many of your apps, whether from Apple or from another developer can give you *notifications* of timely happenings—a reminder from the Reminders app, a turn that's been taken in a multi-player game, a reply to your Facebook post, or an incoming email message are just a few examples.



Not all apps have the same notification options, but generally speaking you can turn off notifications for an app or turn on only certain options. Here's a list of common options and how they work:

- As a badge on the app's icon on the Home screen. For example, a red badge on the icon for the Messages app indicates that you've received a message that you've not yet viewed (**Figure 22**).



**Figure 22:** The red-circle badge indicates that the Messages app has received one message that hasn't yet been viewed.

- With a sound.
- As a temporary banner that appears for only a few seconds on the iPad's screen.
- As an “alert” that appears onscreen and remains until you tap one of its buttons (**Figure 23**).



**Figure 23:** Notifications set up as alerts appear onscreen and stay there until you tap a button. In this case, tapping the View button will open the Reminders app where this reminder was created.

- As an entry in the Notification Center (**Figure 24**). You can access the Notification Center at any time by dragging down from the very top of your iPad's screen with one finger.



**Figure 24:** Reminders and other notifications can appear in the Notification Center, which you can see by dragging down from the top of the screen.

When you launch an app for the first time, you may be asked if you want to turn on notifications (**Figure 25**).



**Figure 25:** When you open a third-party app, such as Word with Friends HD, it may pop up an alert like this, inquiring if you’d like to turn on notifications right away.

Because there are so many choices for if and how your notifications can appear, plan on experimenting to find the options that work best

for you and for anybody nearby who will hear your iPad's notification sounds when they go off.

To configure how an app notifies you on your iPad:

1. Tap Settings > Notifications to work in the Notifications view.
2. With the Sort Apps options, set the order that you want notifications to appear onscreen and in the Notification Center:
  - To have them appear in the order received, tap By Time.
  - To group them by app, tap Manually and then tap the Edit button at the upper right. A grab box appears at the right of each app's entry below (**Figure 26**). Drag a box to move its entry. Tap Done when you've finished.



**Figure 26:** To set the order of grouped notifications, tap Manually, then tap Edit, and then you'll see the drag boxes shown here at the right of each app's listing. Drag a box to change the app order, and then tap Done (upper right) to save your changes.

3. For each app, tap its name to access and customize its options.
4. To turn off or change the alert sounds associated with Apple's Messages, Mail, Calendar, and Reminders apps, in Settings, tap General > Sounds and then change the Text Tone (for the [Messages](#) app), New Mail, Sent Mail, Calendar Alerts, or Reminder Alerts setting to your liking.
5. To customize the alert sound for a particular person sending you a text in the Messages app, find that person in the [Contacts](#) app, tap Edit, tap in the text tone field, tap an option, and then tap Save.

**Tip:** Notification sounds can be muted. For example, you might want to mute notifications temporarily while attending a lecture. Flip ahead to [Muting Notifications](#) for instructions.

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## 3G Network Connections

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The 3G iPad can connect to the Internet through a cellular data network, a useful option when Wi-Fi isn't available. Before you can connect, you must sign up for service with a cellular provider whose network is compatible with the iPad. Globally speaking, many providers are available, with many pricing options and special details. However, for any one location, you'll likely be able to choose from only a few plans.

In the United States, the original 3G iPad uses AT&T's network, while the iPad 2 will work with either AT&T or Verizon's network, depending on which iPad 2 model you have. The AT&T models initially try to use the faster 3G, which is available in most of AT&T's footprint, but in coverage holes, they switch down to the slower 2.5G EDGE service. Verizon models behave in a similar fashion.

**Tip:** To see where AT&T offers 3G and EDGE service, visit <http://www.wireless.att.com/coverageviewer/>. A Verizon coverage map is at <http://www.verizonwireless.com/wireless-coverage-area-map.shtml>.


To begin activating service on a 3G iPad, tap Settings > Cellular Data > View Account, fill in the fields (**Figure 27**), tap the name of the plan that you want, and then tap Next to continue the activation process.

**Figure 27:** The top of Cellular Data Account pane for an AT&T 3G iPad asks for information needed to set up your 3G data plan account. Other 3G services require similar information.

Once your plan is active, if your iPad is connected to the cellular data network, you'll see an icon near the left of your status bar that indicates the type of connection you have. For an AT&T 3G iPad, for example, you'll see one of these: **3G** (3G, fastest), **E** (EDGE, slower than 3G), **G** (GPRS, quite slow). For a Verizon 3G iPad, you may see the first or third of these icons; CDMA has no EDGE equivalent.

Should you wish to switch to a different plan or cancel the one you have, tap Settings > Cellular Data > View Account, enter your password, tap Next, and then tap either Add Data or Change Plan. (This works for AT&T plans in the United States; presumably the procedure is similar for other carriers.)

To disable 3G connectivity temporarily, you have two options:

- Open the Settings app, and at the upper left, turn on Airplane Mode. This turns off all wireless communications—Wi-Fi, 3G, Bluetooth, and GPS. A white airplane  icon appears in the status bar, indicating that the iPad is in Airplane Mode.
- In the Settings app, tap Cellular Data, and set the Cellular Data switch to Off.

**Tip:** To learn a great deal more about 3G connectivity read [Take Control of iOS 5 Networking & Security](#).



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## Updating the Operating System

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iOS is the operating system that runs on the iPad, as well as on the iPhone and iPod touch. Apple tends to update iOS every few months. It's nearly always to your advantage to install the latest iOS version so that you can use the new features and avoid bugs.

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***To check what version of iOS your iPad is running:*** Tap *Settings > General > About*. The version number (and the build number, in parentheses) is beside the Version label.

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Although an update could take only a few minutes, it also could take an hour or more to download and install the software, so be sure you have ample time for the project before you begin. How long it will take depends on the size of the download, the speed of your Internet connection, and how long it takes after the download is completed for the update process to run.

You can update iOS through iTunes or wirelessly over the Internet:

- **In iTunes:** Select your iPad in the iTunes sidebar. In the Summary pane at the right, in the Version section, click Check for Update. Click your way through any dialogs that come up during installation.
- **Over the Internet:** Attach your iPad to an electrical source so that it won't run out of power mid-update. In the Settings app, tap General > Software Update. If the iPad indicates that it is not up to date (**Figure 28**), tap Learn More if you are curious about what's new. When you are ready to install, tap Download and Install.



**Figure 28:** To install the new version, tap Download and Install.

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## iTunes Sync

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Before iOS 5, an iTunes sync was an essential procedure for backing up your iPad and for transferring your stuff between your computer and your iPad. However, with iOS 5, features like iCloud Backups (discussed in [Backing Up and Restoring](#), earlier) and wireless iOS updates (described just above) have made the iTunes sync less essential.

**Cool Tip:** Before iOS 5, an iTunes sync required a USB cable. You still may sync via USB, but in iOS 5, you can instead sync via Wi-Fi.

To read about reasons why you might want to do an iTunes sync, and to find directions for setting one up, read [Manage an iTunes Sync](#), much later.

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## Bluetooth Connections

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If you need to send data between your iPad and another device—such as a keyboard or headphones—and you want to do so without a cable connection, you typically use a Bluetooth wireless connection. Bluetooth gives you a handy wireless connection over a short range (within 25–30 feet), and it’s commonly used with home entertainment systems and electronic gizmos.

**Note:** You can use tethering between an iPhone and an iPad to share the iPhone’s data connection with the iPad and to put the iPad on the Internet. However, you can’t tether a 3G iPad to some other device (like a non-3G iPad) to share the 3G iPad’s connection.

The process of connecting a device to a Bluetooth accessory is called *pairing*.

To pair your iPad with a Bluetooth device, follow these basic steps:

1. Make the device *discoverable*. When a Bluetooth device is discoverable, it is receptive to other Bluetooth devices that want to find it.

For example, to make the Apple Bluetooth keyboard discoverable, turn it on by pressing the round button on the back of the right side. If the batteries are working, a small green light flashes on the upper right of the keyboard, above the Eject key. The light indicates that the keyboard is discoverable and ready to pair. You have about 3 minutes to pair it. If you don’t pair it quickly enough, the keyboard turns off and you must start again.

If turning on the device doesn’t make it discoverable, consult the device’s manual (or its manufacturer’s Web site) for instructions.

2. On the iPad, in the Settings app, tap General > Bluetooth.
3. If Bluetooth is off, turn it on.

Any in-range discoverable devices appear in the Devices list (**Figure 29**), including the device you made discoverable in Step 1.





**Figure 29:** Discoverable devices appear in the Devices list. The very faint Bluetooth icon in the status bar by the battery indicator means that Bluetooth is on, but nothing is connected.

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***Device not appearing?*** If a Bluetooth device (like a keyboard) was previously paired to another device that is on and in range, either turn the device off or unpair the keyboard from that device. After that, turn the keyboard off and then back on, and try again.

---

4. In the Devices list, tap the device that you want to pair with.
5. If the iPad tells you to type something or to press a button, follow the directions. If you need to type a passkey but don't know what it is, try 0000.

If all goes well, the device and the iPad pair—they exchange a small amount of info and establish a working relationship. “Connected” appears by the device’s name in the Devices list (**Figure 30**).



**Figure 30:** The Devices list shows a “Connected” label. The Bluetooth icon in the status bar has turned white, indicating that Bluetooth is on *and* at least one device is connected.

As long as the device remains within a few dozen reasonably unobstructed feet of the iPad, it should stay connected. If either your iPad or it strays farther way, the device will remain paired with your iPad, but it won't be connected.

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***Check your power!*** *If a Bluetooth connection isn't working well, verify that the batteries in the Bluetooth device are charged.*


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### **No OK Button When Using a Bluetooth Keyboard**

iPad dialogs may lack an OK button, because the assumption is that you'll tap a key on the iPad keyboard—such as Go or Join—to confirm the dialog. If you are using a physical keyboard when one of these dialogs appears, press the Return or Enter key on your keyboard.

### **Unpair or Disable a Bluetooth Connection**

Now that you've paired a Bluetooth device with your iPad, you may want to break the connection temporarily:

- ◆ To disable a Bluetooth keyboard temporarily so you can use the onscreen keyboard, press the Eject key on the Bluetooth keyboard or turn Bluetooth off in the Settings app (tap General > Bluetooth). If you still can't get the onscreen keyboard to display, see <http://support.apple.com/kb/TS3280>.
- ◆ To disable Bluetooth headphones temporarily while you're in an audio- or video-related app, tap the AirPlay  icon to switch to a different output option, such as the iPad's internal speaker.

You can completely sever a Bluetooth connection by unpairing a device from the iPad. First, tap Settings > General > Bluetooth. Next, in the Devices list, tap the detail ⓘ button in the device's listing; then tap Forget this Device and tap OK.

---

**Turn off the keyboard before transporting it!** Here's a scenario to avoid. You've turned on the passcode lock, as described in [Security Measures](#), earlier in this chapter. You toss your iPad and your powered-on, connected Bluetooth keyboard in your backpack. As you sprint to catch your train, the jostling backpack presses keys on the keyboard. The iPad interprets those presses as attempts to type the passcode. If the number of passcode tries is exceeded, you could be locked out of your iPad.

To avoid this problem, power down the keyboard before you pack it.

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## Printing


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The iPad can print over a local Wi-Fi network to any printer that supports Apple's AirPrint wireless printing technology. You can find out if your printer supports AirPrint by looking for it on a list that Apple maintains at <http://support.apple.com/kb/ht4356>.

You don't have to install a driver or other software on the iPad in order to use AirPrint, but you may need to enable AirPrint on the printer—check the printer's manual to learn the steps.

### Third-Party Print Utilities to the Rescue

Third-party utilities can help you print from an iPad to a non-AirPrint printer. Mac users may wish to try Printopia from Ecamm Network (<http://www.ecamm.com/mac/printopia/>, \$19.95), which runs on the Mac and links your iPad to a printer. Several other options are available for both Mac and Windows users and for printing directly from the iPad to a networked printer. In particular, EuroSmartz ([http://mobile.eurosmartz.com/prod\\_index.html](http://mobile.eurosmartz.com/prod_index.html)) sells several print utilities that are worth a look.

Different apps handle printing differently, but if an app offers printing, the Print command is likely accessible from an arrow  button, such as the one near the upper right in the Mail app.

# Power Up (and Down)

How many people does it take to charge and turn on an iPad? If your answer is “more than one,” then you need to read this chapter. We’ll look at the basics of charging the battery and keeping it happy, and make sure you know how to [Turn Your iPad Off and On](#). You should get comfortable with the power switch just in case your iPad freezes with an unfortunate error or crash.

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## Handle the Battery

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For those accustomed to short laptop and iPhone battery life, the iPad is a revelation—Apple claims a 10-hour battery life, and depending on how you use it, that might even be a conservative estimate. You can check the battery’s charge by looking at the indicator in the status bar on the iPad screen (top right).

To ensure that your iPad will work unplugged whenever you want it to, establish a charging location where you can easily place the iPad when nobody is using it. For example:

- Set up a spot for the iPad on your night table, and plug it into a wall outlet while you sleep.
- If you work at a desktop or laptop computer for several hours most days, plug it into the computer’s USB port while you work. (But read [Pick a Powerful Port](#), just ahead, if you do this!)
- Buy an iPad car charger, and charge the iPad during your commute.
- Set up a plugged-in dock on your kitchen counter, and put your iPad there when you’re not using it. For more enjoyment, you can also use your iPad in that location to play music or podcasts, show recipes, or display photos in Picture Frame mode. (If necessary, put your iPad in a plastic food storage bag to protect it from kitchen splatter. You can run the touchscreen through the bag.)

## Preserving Power

You can save power by setting your iPad to automatically go to sleep after a certain amount of time passes without your using it: tap Settings > General > Auto-Lock, and then pick a time. Personally, I like the 10 Minutes choice. Apple offers suggestions for maximizing battery life at <http://www.apple.com/batteries/ipad.html>.

## Pick a Powerful Port

If your iPad seems to charge slowly—or not at all—when connected to a computer, you could have one (or both) of two problems:

- ◆ The computer must be on, and it may need to be awake. For instance, my 2008 MacBook must be awake in order to charge my iPad.
- ◆ If the iPad is connected to an older Macintosh, most Windows PCs, and most USB hubs (powered and unpowered)—the iPad battery may drain, not charge at all, or charge slowly. If this proves problematic for you, use the iPad's USB Power Adaptor (it plugs into an electrical outlet) for charging. For details, read this *Macworld* article: <http://www.macworld.com/article/150356/>.

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## Turn Your iPad Off and On

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Most of the time, you won't power your iPad down—your iPad will either be awake or asleep, as I described just previously. If you want to turn it off—perhaps because it is behaving weirdly and you want a fresh start, or because you don't plan on using it for a while and want to preserve as much battery charge as possible—press the physical Sleep/Wake button (if you need help, read [Know Your Hardware](#), earlier) and hold the button down until the screen darkens. Then, slide the “slide to power off” slider that appears.

To turn the iPad on, press the Sleep/Wake button once again, holding it down for a few seconds until the Apple logo appears on the screen.

## If Your iPad Won't Turn Off

If the above directions for turning an iPad off don't work, try resetting the iPad: press and hold the Sleep/Wake button and the Home button at the same time for (as Apple puts it) “at least 10 seconds.” The “slide

to power off” slider will appear, but ignore it and wait until the Apple logo appears. Once the Apple logo appears, release the buttons. (I imagine that if it takes more than 30 seconds, your iPad has a more serious problem.) Your iPad will reboot and return to normal operations, similar to what happens if you restart a desktop computer.

Although this procedure is called “resetting,” it is entirely different from the resetting troubleshooting technique that I described earlier, in [Resetting and Restoring an iPad](#). I apologize for the entire tech writing profession—overlapping meanings like this are not helpful!

### **If Your iPad Won't Turn On**

Most likely, the problem is extremely low power. Plug your iPad into a good source of power, ideally a wall outlet, and give it a solid 10–15 minutes before you try turning it on again. If waiting doesn't help, try resetting the iPad, as described in the above paragraph. (And if you are wearing polarized sunglasses, take them off!)

# Learn the Interface

Interacting with an iPad is more direct than interacting with many other electronic devices. For example, shaking it (like a salt shaker) is not only permitted, it's expected!

In this chapter, I walk you through basics like using the Home screen and making *gestures* (movements with your fingers). After that, I discuss various interface-related activities: typing, copying and pasting, multitasking, and more. (For help with the physical buttons on the iPad, see [Know Your Hardware](#), earlier.)

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## Go Home


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The Home screen has a series of *pages* that contain icons for your apps (**Figure 31**). If you are not on the Home screen, you go there by pressing the round Home button.



**Figure 31:** Here is a default iPad Home screen, with the apps that are installed with iOS 5 on an original iPad. The default installation on an iPad 2 also includes the FaceTime and Camera apps. Notice the dark status bar at the top and the Dock at the bottom.



The status bar at the top of the Home screen shows icons and indicators related to the iPad's general status, such as its current battery charge and its network connection, if any. For instance, if you are connected to a Wi-Fi network, you'll see a fan-like Wi-Fi  icon near the upper left.

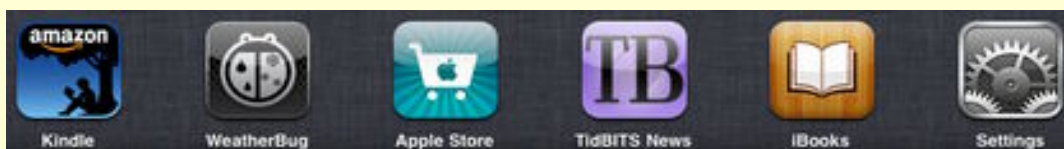
A subtle set of dots above the Dock indicates which page you're viewing.

The Dock sits at the bottom of the Home screen and provides a place where you can “tie down” commonly used apps and thus find them without combing through the entire “sea” of your Home screen. You can choose which apps appear on the Dock (see [Customize the Dock](#)).

### How to Quickly Find and Launch Apps

If your Home screen has too many pages, or if your brain has temporarily locked up, you may have trouble locating an app's icon so that you can tap it and open the app. If this is a problem for you, consider these techniques:

- ◆ Mitigate the problem by grouping some apps into folders; find out more in [Make Folders](#).
- ◆ Search for the app as described in [Search with Spotlight](#).
- ◆ Quickly switch to a recently used app by putting four or five fingers down and swiping left or right—keep swiping to move among all open apps (turn this feature on in Settings > General > Multitasking Gestures).
- ◆ Quickly access a recently used app by double-pressing the Home button to display the multitasking bar (**Figure 32**) (or swipe up with four or five fingers). On this bar, you'll see icons of recently used apps; slide the bar from right to left to reveal more apps, and then tap an app icon to switch to it.



**Figure 32:** This multitasking bar shows that I had most recently been reading in the Kindle app, just after checking the weather.



**Tip:** If you've turned on Multitasking Gestures in Settings > General, you can pinch in—using four or five fingers—from within an app to return to the Home screen.

**Accessibility:** *The iPad has special options for people with vision problems. To set them up, visit Settings > General > Accessibility. To learn more, consult [The iPad Manual](#) or read Chris Breen's Macworld article at <http://www.macworld.com/article/163058/>.*

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## Use the Touchscreen

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If you know how to point your finger, you know how to use the iPad's touchscreen.

### Tap and Touch

A *tap* is a light poke with the pad of your finger on the iPad screen, much like a mouse click. For instance, to open an app from the Home screen, you tap its icon. There's also double-tapping, where you poke twice.

**Tip:** In Safari, double-tapping a text column on a Web page zooms the tapped column to fit the screen.

A *touch* is like a tap, except you keep your finger down, usually until something happens. For example, if you touch an app icon on the Home screen for a few moments, all the icons begin to wiggle. (Click Home to make them sit still.)

### Drag

A *drag* is like dragging with a mouse. You touch an item on the screen, keep your finger down, and then move your finger. The item should move under your finger. To stop moving it, lift your finger.

To see an example of dragging, you can rearrange the app icons on the Home screen: touch any app icon until all the icons wiggle, then drag the icons as desired.

## Swipe and Flick

Dragging usually involves moving an object under your finger, but what if you aren't moving an object, but just sliding one finger on the screen in order to change what you see? There are several terms for this sort of one-fingered motion, and *swipe* and *flick* are common.

Use a swipe (or flick) to scroll up and down in a screen, and sometimes to switch between screens. For example, to move among the different pages of your Home screen, swipe left or right across the current page. Notice the small, dotted indicator bar above the Dock; it helps you determine which page you're on—**Figure 33**.



**Figure 33:** The white dot indicates that the iPad is on the first page, with the Spotlight search screen to its left and more pages to its right.

If you swipe all the way to the left (by swiping left *to* right), you'll go past your first Home page to the Spotlight screen. (*Spotlight* is the name for Apple's search technology.) Read [Search with Spotlight](#) for more details.

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***Swipe not swiping?*** Make sure a stray second finger isn't touching the edge of the screen.

---

**Tip:** If you've turned on multitasking gestures in Settings > General, you can put four or five fingers down and swipe left or right to switch among recently used apps.

## Pinch and Pull (Zoom)

What if you want to see more of an image, by zooming out? On the iPad, you *pinch* to zoom out to show more of an image. It's easy to understand the pinch gesture in the Maps app. Let's take a look:

1. On the Home screen, tap Maps. (Maps is likely on the first page.)

A map should be showing; you can view a map of a particular area by typing an address in the Current Location field.

2. Place your thumb and pointer finger on the map.
3. Drag your thumb and pointer finger closer together, and then lift them from the screen.

The map zooms out, showing more of the landscape.

---

***Pick two fingers, any two:*** In fact, you can pinch (or pull) with any two fingers. Two pointer fingers is fun.

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To zoom in, manipulate your fingers in a gesture is called “pinch apart,” “expand,” or “spread.”) Whatever you call it, the gesture is the reverse of the pinch—put two fingers down and spread them apart.

Try these gestures in any app to see if they do anything, but especially remember to try them in Safari or in photo-related apps.

**Tip:** A double-tap will sometimes zoom an object on the iPad screen.

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## Type On the Virtual Keyboard

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Unless your iPad is connected to a Bluetooth keyboard or keyboard dock, when you tap on the iPad's screen where typing should take place, the onscreen “virtual” keyboard appears automatically.

Here are a few key typing tips:

- **Backspacing:** The keyboard has a Backward Delete key at the upper right. (It does not have a Forward Delete key.)
- **Thumb typing on a split keyboard:** If you prefer to type with your thumbs, you'll have an easier time if the keyboard is split

(**Figure 34**). To split it, it drag the two sides apart—I use one finger from each hand. Reverse the gesture to put the keyboard back together. (If dragging doesn't work, check in Settings > General > Keyboard to confirm that you've turned on Split Keyboard.)



**Figure 34:** New in iOS 5, you can split the keyboard! Notice the grab bar on the right edge of the Show/Hide keyboard key (at the lower right). You can drag on that key to slide the keyboard up and down on the screen.

- **Typing capital letters:** The iPad will substitute uppercase letters for you in certain common situations, if Auto-Capitalization is on in Settings > General > Keyboard. For example, if you type a period, a space, and then a lowercase letter, the iPad realizes that you are starting a new sentence so it substitutes an uppercase letter in place of the lowercase one.

To type a single uppercase letter, press either Shift key (an up-pointing arrow at the far left or far right of the virtual keyboard). Both Shift key arrows (left and right) turn blue to indicate the change in mode. Type your letter; the keyboard will switch out of Uppercase mode, and the Shift keys will lose the blue color.

To TYPE IN UPPERCASE FOR A LONG TIME, double-tap either Shift key. Now, both Shift keys will be blue (the arrows will be white) and the keyboard will be in Uppercase mode until you tap a Shift key again. (If this doesn't work, confirm that you have Enable Caps Lock on in Settings > General > Keyboard.)

- **Typing accented and other special characters:** To type in a different language, you can switch to a different keyboard in Settings > General > Keyboard > International Keyboard.

To type an occasional special character, use this procedure, which I illustrate with the ñ:

1. Touch the N key.

A popover appears, showing variants (**Figure 35**).



**Figure 35:** Touch the N key until a popover appears.

2. Keep your finger down, and slide it to the ñ.

The ñ box turns blue.

3. Lift your finger.

The iPad types an ñ.

**Tip:** To type an apostrophe (') you can just touch and hold down on the Comma (,) key without sliding. And, to get a double quote, touch and hold on the Period (.) key.

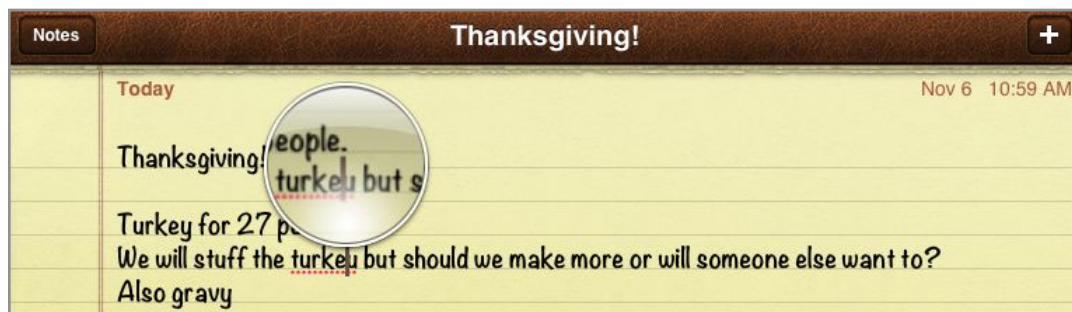
- **Have the iPad guess what you want to type:** With Auto-Correction turned on in Settings > General > Keyboard, as you type a word the iPad may pop up a bubble showing what it thinks you mean the word to be. If you then press Space or a punctuation key, the iPad will replace what you've typed with whatever was in the bubble. If you reach the end of the word and the iPad has guessed incorrectly, tap the x in the bubble to dismiss the suggestion.

To eliminate the need for guessing and to create custom replacements, you can use *shortcuts*. With shortcuts, which you set up in Settings > General > Keyboard, you type an abbreviation and then the iPad expands it into a longer string of text. For

example, I made a **tctc** abbreviation that expands to **Take Control Ebooks**. To make a shortcut, tap Add New Shortcut.

**Note:** If you want a more fully featured text expansion utility that uses the same abbreviations in iOS and Mac OS X, try TextExpander, from Smile; see <http://www.smilesoftware.com/TextExpander/>. And be sure to check out *Take Control of TextExpander* too!

- **Moving the insertion point:** To move the *insertion point* (the insertion point is the flashing line that indicates where the next letter you type will appear) tap where you want it to go. For finer control, touch approximately where you want to place the insertion point, wait for a magnifying glass to appear (**Figure 36** shows the glass), and then drag the insertion point.
- **Spell checking:** With Check Spelling on in Settings > General > Keyboard, the iPad will put a dotted red line beneath a word that it believes is misspelled. You can correct the error by placing the insertion point to the right of the error, backspacing, and retyping (**Figure 36**); or you can double-tap the word to see suggested corrections (**Figure 37**). If a correction looks good, tap it.



**Figure 36:** Touch and hold down to magnify a misspelled word, such as "turkeu" shown here. You can drag the insertion point to the right of the error and then backspace over the error.



**Figure 37:** Double-tap a misspelled word to see ideas for fixing it. Tap a suggestion to replace the misspelled word with the suggestion.



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## Cut, Copy, and Paste

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On the iPad, to cut or copy text, you first select the text: Touch and hold for a moment before releasing on a word that you want in your selection, and then drag the blue dots to define your selection. With the desired bit of text selected, tap Cut or Copy (**Figure 38**).



**Figure 38:** I dragged the blue dots to select “about how profiles” and now I can cut or copy the selection. (I can also paste over the selection.)

To paste, you must first cut or copy, so that the iPad knows what to paste. Tap where you want the pasted text to go, and then tap Paste. Or, paste over a selection, as shown in **Figure 38**, above.

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## Undo

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On a computer, if you are typing and want to reverse a recent action, you typically choose File > Undo, or press Command-Z or Control-Z. The iPad, like the iPhone and iPod touch, takes a different approach—you shake the iPad itself.

Some apps also have more conventional Undo and Redo commands. For example, Apple’s three iWork apps each store over 100 of your last edits, so you can undo and redo them with ease by tapping the Undo button near the upper left. To access the Redo command in these apps, touch and hold the Undo button.

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## Rotate to Change Orientation

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If you turn an iPad 90 degrees, the screen adjusts so that what’s on top stays on top. You can see this on the Home screen where one



orientation (called *portrait*, as in a tall, narrow painting of a person) positions the icons in four columns, but the other orientation (called *landscape*—as in a wide painting depicting a mountain range) places the icons in five columns.

---

***Can't rotate?*** Point the top edge of the iPad more at the ceiling or sky. Also, check the Rotation Lock button, described just ahead.

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**Tilting Tip:** Some apps—mostly games—rely not on rotation but on tilting the iPad in space. (My favorite is [Rollercoaster Extreme HD](#).)

If accidental screen rotations bother you, you can lock the orientation using one of two techniques:

- **Slide the physical switch:** In Settings, tap General. Under “Use Side Switch to,” tap Lock Rotation. Now, you can use the physical switch on your iPad to lock the orientation. With an iPad in portrait position (with the Home button at the bottom), the side switch is on the right edge, near the top. Consult [Know Your Hardware](#), earlier, if you need help locating the switch.
- **Tap the Rotation Lock button:** The Rotation Lock button is on the multitasking bar. To use it, you must first disable the physical side switch from handling the rotation lock function: tap Settings > General; then, under “Use Side Switch to,” tap Mute.

Now you can use the Rotation Lock button:

1. To reveal the multitasking bar, double-press the Home button (or, put four or five fingers on the screen and drag up; Settings > General > Multitasking Gestures must be on for this to work).
2. Slide a finger from left to right on the bar to reveal its special controls, including the Rotation Lock button at the far left (shown at the left in **Figure 39**).



**Figure 39:** Tap the Rotation Lock button (left) to lock the current orientation of the iPad.

3. Make sure the iPad is rotated in the desired position.
4. Tap the Rotation Lock button.

A confirmation message flashes at the bottom center of the bar. To unlock the orientation, tap the Orientation Lock button again.

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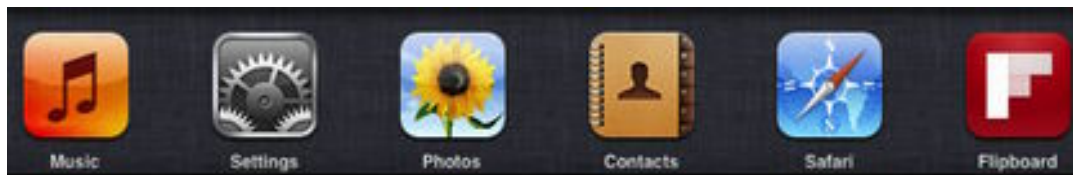
## Manage Multitasking

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On the iPad, *multitasking* means that after you launch an app, it (usually) stays open even if you switch to another app. Then, if you come back to the first app, it resumes immediately, putting you right back where you were, without making you wait for it to launch again. (Apple calls this “fast app switching.”)

Most of the time, when an app stays launched but is not the active app, it goes into suspended animation—it’s not doing anything except waiting for you to come back. In a few specific cases the app keeps a single task active. For instance, audio from some apps, like Music and Pandora, can continue playing.

You can switch back to a recently used app by tapping its icon on the Home screen, but you may prefer to work from the multitasking bar. The multitasking bar shows tappable icons for your recently used apps (**Figure 40**).



**Figure 40:** The multitasking bar shows your most recently used apps first. In this image, Music is the most recently used app, then Settings, then Photos, and so on.

To open the bar, you can double-press the Home button or—my favorite—put four or five fingers down on the screen and swipe up (Settings > General > Multitasking Gestures must be on for this to work).

If you have enough apps launched, you can slide your finger left on the bar to show more apps to the right. If you slide your finger right on the bar, you get options for controlling audio playback, as I describe next.

## But I Want to Quit!

To fully quit an app (which might be necessary if it has become utterly confused, or you want to be sure it can't do anything in the background), open the multitasking bar as described above, and then touch an app icon in the bar until a red minus badge appears on each icon in the bar. For the app that you want to quit, tap its minus badge. Press the Home button to resume normal operations.

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## Volume Control

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Volume control on your iPad breaks down into two types of volume: general volume like music playing in the Music app or the sound from a movie, and volume from [Notifications](#).

### General Volume Control

If you are listening to music, an audiobook, or some other continuous stream of sound from your iPad, the easiest way to change the volume is to press the physical rocker switch on the edge of the device. If your iPad is oriented with the round Home button at the bottom, this rocker is on the right edge, near the top.

Your app may also have a volume control, or you can use the Volume slider on the multitasking bar that I described just above—slide your finger from left to right on the bar to view Volume slider (**Figure 41**).



**Figure 41:** The multitasking bar shows special options if you slide your finger from left to right on the bar, including a Volume slider. In this screenshot, the Volume slider is adjacent the red/orange icon for the Music app.

**Note:** The icon at the right of the multitasking bar depends on which audio app you've used most recently.

## Muting Notifications

Another form of volume control is muting notifications, which I expounded on earlier, in [Notifications](#). Sound-based notifications are great when you are waiting for an important text message, but they are usually undesirable if you are watching your daughter's first-grade play or listening to your boss make a presentation, or if you are watching a movie on your iPad.

You can configure the physical Side switch as a Mute button for notifications: tap Settings > General; then, under "Use Side Switch to," tap Mute. Now, the switch will mute/unmute notification sounds. Or, if you prefer to have that switch configured in Settings as the Rotation Lock, you can mute and unmute notifications on the multitasking bar; follow the directions just above for accessing the Volume slider, but look for the Mute/Unmute button at the far left of the bar.

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***Mute not working?*** Mute silences notifications, but it usually doesn't work on general video or audio.

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## Search with Spotlight

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The iPad's Spotlight search feature gives you a quick and easy way to find some special types of information (such as a contact or a calendar event) without opening the app that "owns" the information, though it is often just as easy to search directly in the app. Beyond that, Spotlight is a great way to launch an app if you can't quickly find it on your Home screen.

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***Find my icon:*** Spotlight will help you launch an app, but it won't show you where the app is on the Home screen. If you've set up app syncing with an [iTunes Sync](#), you can locate your app in iTunes: Select your iPad in the iTunes sidebar, and then in the button bar near the top, click the Apps button. In the list of apps, double-click the app's name. The image of the Home screen at the right will show the app with a blue outline.

---


To start searching, go to your Home screen and then swipe to the right, past the leftmost page (move your finger from left to right) to display the Spotlight screen (**Figure 42**), which has a search field at the top.



**Figure 42:** Type your search term in the Search field. In this image, I've typed *Light*. My results show one song and options for moving the search to the Web or to Wikipedia.

Type whatever you're searching for in the Search field. The iPad responds with a list of results, organized by type of data. Tap an item to open it in its associated app.

Here are a few search tips:

- To clear the Search field quickly, tap the X icon on its right side.
- If the onscreen keyboard is blocking results, you can hide it by scrolling the results or tapping the Search key. Or, tap the Hide Keyboard  key.
- To return to the Home screen, press the Home button or swipe left .
- You can search for iTunes media with search terms including names of songs, music artists, and music albums; titles of podcasts and audiobooks; and titles of movies, TV shows, and music videos.
- The Search Web command near the bottom of the results list uses the search engine that you've enabled in Settings > Safari > Search Engine (current choices are Bing, Google, and Yahoo).
- To set which categories appear in the search results and their order in the results, tap Settings > General > Spotlight Search. Tap items to select or deselect them. You can drag the grab icon at the right of a category name to move the category to a different location in the list (and thus change the order of the search results).

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## Play Media with AirPlay

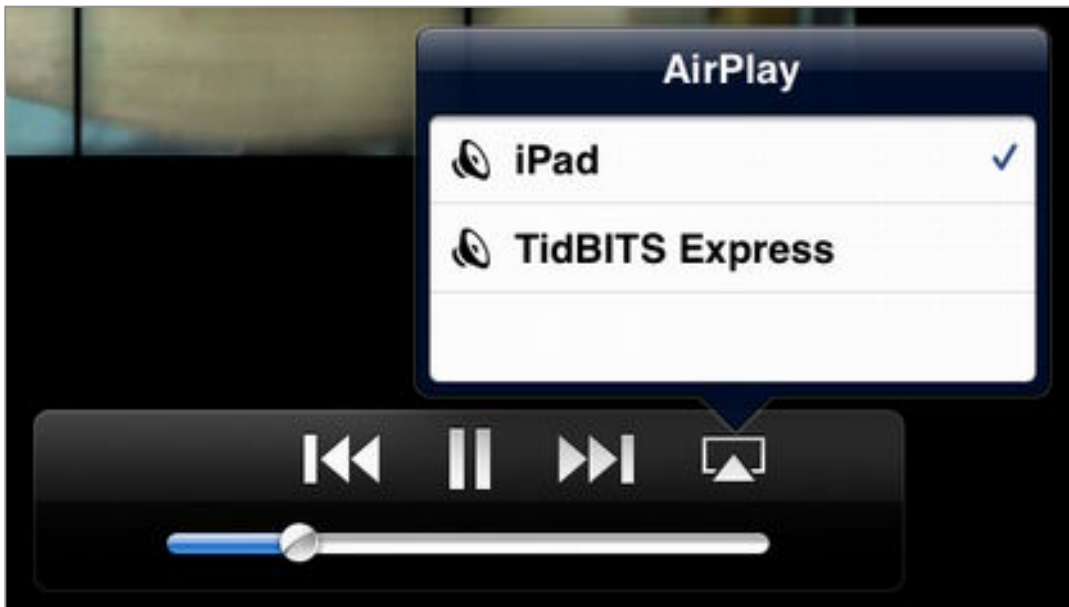
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With AirPlay, you can “play” media over the “air”:

- The iPad can stream audio over a Wi-Fi network to an AirPort Express base station; the base station then receives the audio and sends it via a cable connection to a stereo. I use this often to listen to music playing in the next room while working in my office. I can conveniently control the music from the iPad at my desk. It can also stream to AirPlay-savvy speakers.
- The original iPad and the iPad 2 can stream audio, photos, and video over a Wi-Fi network to the second-generation Apple TV (released in September 2010), but not to the first-generation Apple TV. The Apple TV converts the media stream for playback on a connected television set.
- The iPad 2 can mirror whatever is on its screen to a second-generation Apple TV, and then the Apple TV can send the display to an HDTV.

**Tip:** With Airfoil Speakers, part of the Airfoil package from Rogue Amoeba, you can stream audio from your iPad to a Mac or Windows PC. For more information, see <http://www.rogueamoeba.com/airfoil/>.

To start AirPlay, first begin playing whatever audio or video that you want to stream (skip this step for mirroring), such as a slideshow in the Photos app, a song in the Music app, or a movie in the Videos app. Then, look for and tap an AirPlay  button (**Figure 43**).



**Figure 43:** In the Videos app, once a show is playing, tap the screen to see the playback controls, including the AirPlay  button. In this screenshot, although I don't have a video output option, I could send the sound to my stereo system through my AirPort Express (named *TidBITS Express*).

You can also access an AirPlay button on the multitasking bar, described slightly earlier in this chapter, in [Manage Multitasking](#).

**Tip:** For more details about AirPlay, read Apple's support article at <http://support.apple.com/kb/HT4437>.



# Customize the Home Screen

Whether your Home screen has just one page with mostly the default apps from Apple or several pages loaded with third-party apps, you have several options for making it more fun to look at and more efficient to use. You can:

- [Change the Background Image](#)
- [Move App Icons](#)
- [Make Folders](#)

In this chapter, I explain each option.

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## Change the Background Image

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A universe of options is available for the background “wallpaper” image on your iPad’s Home screen, and I am referring to far more choices than just the earth-from-space image in Apple’s Wallpaper collection. You can use any photo in Apple’s Wallpaper collection, as well as any image that you’ve added to the Photos app or to your iCloud Photo Stream.

Follow these steps to change your Home screen’s background image:

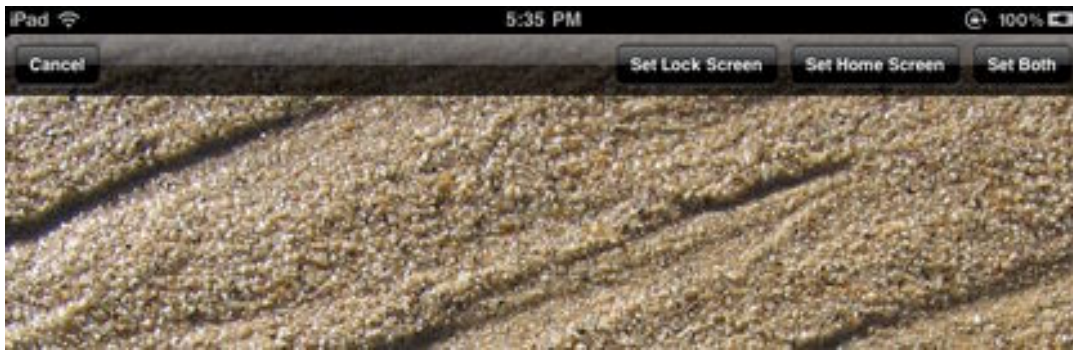
1. Tap Settings > Brightness & Wallpaper, tap the Wallpaper well, and then tap your way to the thumbnail-sized representation of the photo you want to use for your background image.

**Tip:** If you want to use your own image, and need help adding it to the Photos app or your Photo Stream, consult [Add Photos to the Photos App](#), much later.

2. Tap the thumbnail of the image that you want to use.

The iPad screen shows this image at fullscreen size.


3. At the top right, tap Set Home Screen or Set Both (**Figure 44**).



**Figure 44:** Because my Home screen is typically covered with icons, I find that a simple backdrop without a lot of detail works best. In this image, I'm just about to tap Set Home Screen to give myself a sandy beach backdrop, based on a photo that I took a few years ago.

The image now appears as a backdrop to your Home screen. You can change it again any time you like.

### Adjusting the Brightness

To change the overall screen brightness, double-press the Home button to reveal the multitasking bar. Swipe from left to right to see more options, and then drag the control on the brightness  slider.

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## Move App Icons

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It's easy to adjust the positions of the apps on the Home screen to make it simpler to locate those you use often or to categorize apps into different pages, or even into folders, so as to tuck them out of the way some of the time but still be able to retrieve them easily. For example, I keep a separate page for apps that my son enjoys and a special folder for software that's related to reading ebooks.

To start moving app icons, first touch any app on your Home screen until all the icons begin to wiggle. Next, make your changes—I give details below—and finally press the Home button to save your changes.

### Customize the Home Screen

Once you have the icons wiggling, you can drag an icon to a new location on the same page or between pages. When you move an icon between pages, drag it gently to the left or right edge of the current page (if you drag it too quickly, it will rebound off the edge of the screen).

**Tip:** You can create a new page by dragging an icon to the right edge of the rightmost page.

## Customize the Dock

The Dock is a great place for apps that you use often, because it is available at the bottom of your Home screen at all times. With wiggle mode active, you can drag icons on or off the Dock, or to different locations on the Dock (**Figure 45**). When you finish, press the Home button to stop the wiggles and lock in your changes.



**Figure 45:** This screenshot shows a customized Dock containing six app icons—the maximum number allowed.

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**Why the X?** While the icons wiggle, if you see an X on an icon, that's because the app is deletable (Tap the X to delete the app; read [Delete Apps](#), later, for more info). The core apps from Apple—including Messages, Photos, and Music on the right side of the Dock shown above—can't be deleted.

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## Make Folders

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To create a folder, get the wiggles going and then follow these steps:

1. Decide on two icons that you want to place in the same folder.
2. Drag one of the icons onto the other icon and release it.

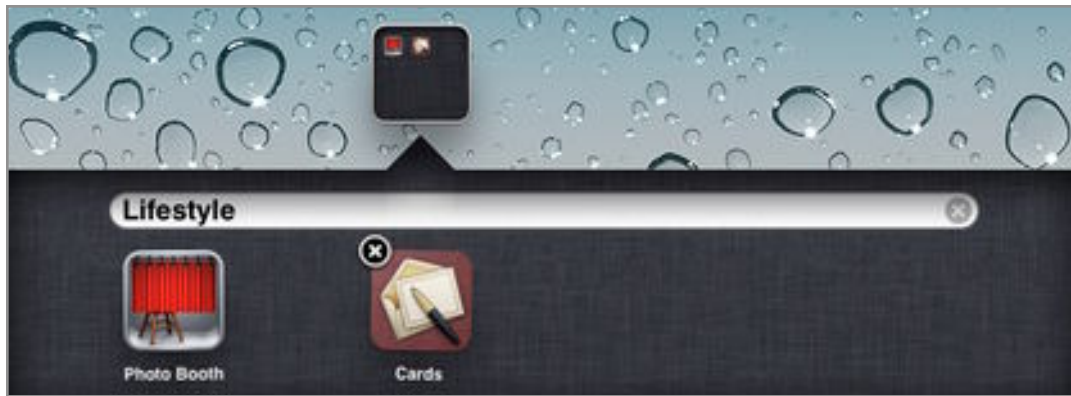
---

**Newsstand problem?** You can't put the [Newsstand](#) app in a folder, since it's sort of a folder in its own right, given the way it holds multiple magazine subscriptions. You also can't nest folders inside one another.

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The two icons merge into a new icon, which looks like a box enclosing miniaturized icons. Also, a bubble appears, pointing at

your new folder icon and proposing a name for the folder based on the App Store category of the app being dragged (**Figure 46**).



**Figure 46:** I’ve dropped the Cards icon on the Photo Booth icon, and now my iPad is suggesting that I name my new folder *Lifestyle*.

3. If you want to change the proposed name, tap the X to the right of it, type a new name, and then tap the Done key on the keyboard.
4. If you like, you can move the folder icon on the Home screen or within the Dock, just like any other icon.
5. Press the Home button to stop the wiggles and save your changes.
6. To return your screen to the normal state, click Home again or tap outside the bubble.

Here are some techniques for working with your new folder:

- To open the folder, tap it.
- To put another app in the folder, get the wiggles going and then drag the app’s icon onto the folder’s icon.
- To change the name of the folder or to remove items from the folder, first invoke the wiggles and then tap the folder.
- To delete a folder, drag all the icons out of it. After you drag the last icon out, the folder disappears.

**Note:** The maximum number of icons that a folder can hold is 20.

## Handling a Major Home Screen Reorganization

If you have apps scattered across several pages that you want collect into a single folder, first create the folder and place it on the Dock. Then you can flick from page to page, moving the app icons into the folder as you go. Once all the icons are in the folder, you can leave it on the Dock or drag it onto a page.

This technique is also useful for moving a bunch of apps onto a particular page. First make a folder and place it in the Dock. Then assemble all the apps into the folder. Finally, drag the apps out of the folder on to the page.

Some people have difficulty with dragging wiggling icons, especially with dragging them from page to page, or in and out of folders. If you find yourself in this situation, you can also rearrange your iPad's icons in iTunes, in the context of an [iTunes Sync](#). With your iPad selected in the iTunes sidebar, click the Apps button (in the button bar at the top of the right-hand pane). iTunes shows a miniature view of your Home screen pages. You can drag the app icons around on any page. To drag between Home screen pages, drag an icon to a page thumbnail. To create a folder, drag one app icon on top of another app icon. Once you finish rearranging your icons, be sure to click the Sync (or Apply) button to resync your iPad and apply the changes to its screen.

# Work with Calendars, Reminders, and Contacts


Your iPad came with three Apple apps for handling organization: [Calendar](#), [Reminders](#), and [Contacts](#). In this chapter, I look briefly at each app in turn, and then I look at how you can share and sync the data in these apps with other devices or people.

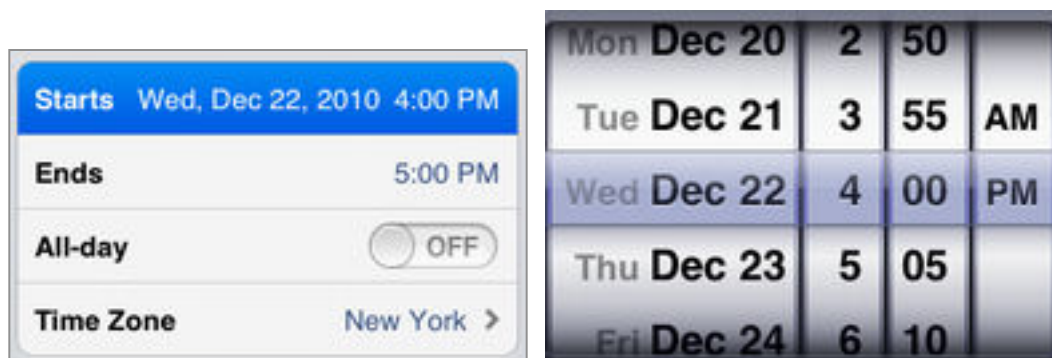
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## Calendar

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The Calendar app has many views, and you can navigate easily with the controls at the top and bottom of the screen.

To add an event, tap the plus  button at the lower right and fill in the requested info, noting that you need only fill in the fields that are helpful to you. To fill in the start and end times for an event, tap Starts Ends; then, in the Start & End screen (**Figure 47**), tap Starts and “turn” the wheels below to show the time and date the event starts. Tap Ends to show the time and date the event ends. (Or turn on the All-day switch). Tap Done when you finish.



**Figure 47:** To enter the time when an event begins, tap Starts (left) and then drag the wheel controls (right).

**Tip:** To add an event quickly, touch and hold on the date of the event until the Add Event popover appears. (This won’t work in Year view.)

You can overlay events from more than one calendar in the Calendars app. To see what calendars are available, tap Calendars at the upper



right to open the Show Calendars popover (**Figure 48**). By default, the iPad has two calendars: the multipurpose “On My iPad” Calendar and Birthdays. Birthdays is *read-only*, meaning you can’t edit it in the Calendars app. Birthdays holds birthdays stored in the Contacts app.



**Figure 48:** Tap the Calendars button at the upper left to control which calendars appear in the Calendars app and to edit calendars.

To get more calendars, you have two options:

- **Make your own:** To make a calendar, at the top right of the Show Calendars popover, tap Edit > Add Calendar. When you create or edit an event, you’ll get a Calendar option that you can tap to pick the event’s calendar.
- **Load an existing calendar:** I explain how in [Sync Calendars](#), [Reminders](#), and [Contacts](#), ahead in this chapter.

A calendar’s events are visible if the calendar’s entry has a checkmark in the Show Calendars popover. To toggle a calendar’s visibility, tap its name in Show Calendars.

**Tip:** When you create an event, the alert option ties into the [Notifications](#) system that I discussed earlier.



To edit or delete an event, tap it in the calendar (if you now get an Edit button, tap it). On the Edit popover, make your desired changes and tap Done, or tap Delete Event.

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## Reminders

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At first glance, Reminders is a simple app for simple to-do lists, and not much more. Even a cursory search in the App Store reveals a multitude of to-do apps, many with more bells and whistles than Reminders.

What Reminders has going for it is integration with iCloud. If you have iCloud set up to sync reminders, you can sync reminders among all your iOS devices and with iCal in Lion on a Mac. I explain how to sync reminders later in this chapter. Also, note that Reminders has [Notifications](#), so you can see an alert and/or hear a sound when a reminder entry is due.

**Tip:** If you have an iPhone 4S, you can create a reminder with the Siri speech interface by saying to Siri, “Make a reminder.” With iCloud syncing, the reminder can also appear on your iPad.

**Note:** When you make a reminder on any iPhone, you can associate the reminder’s trigger with a location; for instance, you can make one to remind you to call your Mom when you get home. These reminders can sync to the iPad, but their alert triggers do not function, or even appear, on the iPad, even if the iPad has 3G service. It seems possible that Apple will add this feature in a future release of iOS 5.


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## Contacts

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The Contacts app is for keeping track of information related to people, such as addresses, phone numbers, Twitter IDs, Apple IDs used in the Messages app, birthdays, and more. By default, you have only one set of contacts on your iPad, and, by default, that set has nobody in it.

You can enter contact information from scratch, but you may also already have a digital address book that can synchronize with Contacts; see [Sync Calendars, Reminders, and Contacts](#), ahead.

To add a new contact, tap the plus  button and fill as much, or as little, of the information as you like. For a field like a phone number, you can change the label by tapping it—scroll down if necessary in the popover to see the many options, including the Add Custom Label option at the bottom (**Figure 49**). (But, if you sync contacts, check how a special label appears on your other devices before you invest a lot of time in it, just in case it syncs poorly or causes oddities.)



**Figure 49:** In this screenshot, I tapped the photo well to add an image stored in the Photos app, and I’ve tapped the mobile label to see what other labels I might use.

If you tap the green “add field”  button at the bottom, you can do two especially nifty things:

- Set the contact’s birthday, which integrates with the Birthday calendar discussed earlier in this chapter, in [Calendar](#).
- Set the Related People option. This is particularly useful if you sync contacts with an iPhone 4S, where you can tell Siri things like “call my wife,” and the iPhone will call the person whom you’ve indicated as your wife. If your wife has a common name (like “Mary”), this is a big time saver.

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## Sync Calendars, Reminders, and Contacts

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You can share your calendar, reminder, and contact information with other devices and people. You can share wirelessly by pumping data in and out of your iPad over the Internet or you can share through a desktop computer with a wired or wireless [iTunes Sync](#).

An iTunes sync requires your iPad to be in the same location as a “mothership” computer, so it works best for people who can routinely put their iPad in the same location (i.e., dorm room, house, or office) as a particular computer (a Mac or Windows PC, running iTunes). Especially because the alternative—Internet syncing—is getting off to a rough start with iOS 5, if you like to stick with what works or if you are the sort who frequently calls your son-in-law for help with your computer, I recommend the iTunes sync.

On the other hand, if your iPad doesn’t have a mothership computer, or if you travel a great deal, you should sync your data over the Internet. And, if living on the geeky bleeding edge excites you, or if you entering appointments on your iPad and having them appear on a calendar in another country nearly instantly sounds thrilling, then you want to sync over the Internet.

### Sync with iTunes

I give directions for setting up an iTunes sync later, in [Manage an iTunes Sync](#). Here is a list of software where you might store contacts and calendars, from which you can sync that data through iTunes:

- If you’ve synced Google Contacts or Yahoo Address Book to your computer through the Internet, you can sync this data through iTunes to your iPad.
- On the Mac, you can sync Address Book, iCal, Microsoft Entourage 2004 and 2008, or Microsoft Outlook 2011 (use SP 1 or later). Many third-party calendar applications also sync. (Reminders sync with iCal, and they may sync with your third-party calendar application, too. For example, they sync with BusyCal.)
- In Windows, your choices include Windows Address Book (XP) and Windows Contacts (Windows Vista, 7), as well as Microsoft Outlook 2003, 2007, or 2010 and Microsoft Office 2010 (Windows XP, Vista, or 7).

## Contacts and Calendars in Entourage on the Mac

If you are syncing from Entourage with 10.6 Snow Leopard or later, you need Entourage 2008 12.1.2 or later and you should first enabling syncing between Entourage and Address Book—see <http://support.apple.com/kb/HT1670> for directions.

## Sync Over the Internet

To sync (or at least receive) calendar, reminder, and contact information over the Internet with other people and/or devices, you need an account that offers this sort of service. Your choices are these:

- An **iCloud** account can synchronize calendars, reminders, and contacts among your iOS devices, Macs running Lion and later, and Windows PCs running Windows Vista and 7.

Working on the iCloud Web site, you can configure a calendar as a read-only public calendar or a privately shared read-write (or read-only) calendar as well, thus enabling other people to use the calendar. You can also privately share a reminders list. Private sharing is for sharing among people who have different iCloud accounts.

- An account that uses *Microsoft Exchange ActiveSync*. Microsoft Exchange ActiveSync (EAS) is a *protocol* (set of rules for communicating in a certain way) invented by Microsoft and licensed to various companies including Apple and Google. It was designed for push data syncing with mobile devices, that is, syncing where data changes are “pushed” nearly immediately from one device to another.

Examples of ActiveSync servers are Microsoft Exchange, Google Sync, and Hotmail. Google Sync works with Google Calendar and Google Contacts. (Microsoft Exchange and Google Sync can sync data not only to iOS devices but also to Windows PCs and to Macs running 10.6 Snow Leopard or 10.7 Lion.)

I explain how to set up iCloud, Microsoft Exchange, and Google Sync accounts later in this chapter. I should mention, however, that you can set up still-more types of accounts—you may need to ask a server administrator at work or scout around on the Internet to find full directions. Here's a quick list:

- According to the Yahoo Mail Blog, if you set up a Yahoo account on your iPad in Settings > Mail, Contacts, Calendars, you can sync not only email and notes, but also contacts, calendars, and reminders (<http://www.ymailblog.com/blog/2011/10/yahoo-mail-and-more-on-ios5/>).
- Microsoft provides basic directions for setting up Hotmail on an iPad at <http://explore.live.com/hotmail-mobile?T1=t2>.
- A MobileMe account can sync calendar and contact data. However, since you can no longer get a new MobileMe account and the service will be discontinued at the end of June 2012, I can't recommend it.
- A CalDAV or iCalendar account can give you read-only access to Google Calendar, Yahoo Calendar, and more. Your employer or school may share data in one of these formats.
- An LDAP or CardDAV account gives you read-only contact data from a server. (You can search for a contact in the Contacts app, in the Groups view.) These accounts are typically used for sharing contact information at large organizations; examples of CardDAV servers are Snow Leopard Server, Lion Server, Yahoo, and Zimbra.

Here are some thoughts on what type of account you should set up:

- If you have an account from an employer, set it up, but first see [Do You Have a Profile?](#), much earlier, in case your employer has already created the configuration for you.
- If you are already using iCloud to sync contacts and calendars, or if you are already using Google Calendar and Contacts, or Yahoo's calendaring and contacts service, set up one of those accounts.
- If you don't have any of the above accounts, set up a free iCloud account.

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**Warning!** If you are using MobileMe, read [MobileMe?](#), much earlier, before converting your MobileMe account to iCloud.

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**Mix and match?** You can usually mix and match these accounts. For example, you might get contact data from iCloud and LDAP, but get calendaring data from Google Calendar. I suggest getting one working exactly the way you want before adding another. It is possible to create complex (and fragile) multi-option syncing systems.

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**Missing or duplicating calendars or contacts?** As you follow the directions ahead for turning on syncing, note that when viewing synced contacts or calendars in any program, if it appears that your items aren't syncing or that they are syncing doubly, check the settings that tell the app which calendars or contact groups to display. Also, calendar events from the past may not sync.

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### **Turn On iCloud Syncing for Calendars, Reminders, and Contacts**

If you already have data on a Mac, PC, or other iOS device, I suggest that you sync that other device with iCloud first. You can log in at the iCloud Web site to verify that your data is syncing correctly with iCloud before you sync it with the iPad.

### **Set up other devices to sync to iCloud:**

- An iOS device must be running iOS 5. If you still need to upgrade to iOS 5, connect the device to your computer with its Dock Connector to USB cable, open iTunes, and select the device in the left sidebar. In the Summary area at the right, click Check for Update and then work your way through the upgrade. Once you've completed the upgrade, if you need help starting an iCloud sync, use the steps below for the iPad.
- A Windows PC must be running Vista or Windows 7. On your PC, download and install the iCloud control panel from <http://support.apple.com/kb/DL1455> and run iCloudSetup.exe.
- A Mac must be running 10.7.2 Lion or later (if you need help, read [Take Control of Upgrading to Lion](#)). With Lion installed, choose Apple  > Software Update, and if a newer version of Mac OS X is found, follow the prompts to install it. To set up iCloud, work in the iCloud system preferences pane (choose choose Apple  > System Preferences, and then click the iCloud icon). Once you are logged in, select one or both of the checkboxes for Calendars and Contacts. (To sync reminders, you must select Calendars.)

---

***Back up before you go forward!*** Before you turn on iCloud syncing for calendars and contacts, you should back up that data. To make a quick extra backup in Address Book on the Mac, choose *File > Export > Address Book Archive*. For iCal, choose *File > Export > iCal Archive*.

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Once you've set up syncing from your computer or iOS device to iCloud, wait a few minutes (or, maybe 20 minutes, depending on the mood of the technology pantheon), and then log in at <https://www.icloud.com/> to confirm that your data has arrived.

**Tip:** For a great deal more iCloud help, read [Take Control of iCloud](#).

### **Set up iCloud on the iPad and turn on calendar, reminder, and/or contact syncing:**

1. In the Settings app, tap iCloud.
2. If you haven't yet logged in, enter your account information. If you want detailed advice about your Apple ID or about the login process, please read [Apple ID](#) and [Log In to iCloud](#), earlier.

While you log in, if you are asked if it's okay to merge contact and calendar data on your iPad with the data in iCloud, you do not have to tap Merge at this time—but, in order to turn on syncing for contacts or calendars, you will have to merge at some point.

If you tap the Merge button at this time, you will merge both contact and calendar data, so, if you want to merge only one of those options, tap Don't Merge and then you can merge the data in a moment, when you turn on the single option that you want.

3. Turn on any or all of the toggle switches for Contacts, Calendars, and Reminders (**Figure 50**).

After turning on one of these options, if you already have that type of data on the iPad, you will be asked if you want to merge your local iPad data with data in iCloud. You must tap Merge in order to turn on the syncing service.





**Figure 50:** You can control what types of data will sync.

4. While you are still in the Settings app, tap Mail, Contacts, Calendars at the left. You should see your iCloud account listed in the Accounts area at the top of the Mail, Contacts, Calendars view, but that's not why you are here.
5. Tap Fetch New Data to configure how often you want the sync between the iPad and iCloud to occur; see [Set Up Push or Fetch](#), a few pages ahead.

Your calendar items, reminders, and contacts should appear in their respective apps within seconds.

To share a calendar or reminders list, log in to your iCloud account at <https://www.icloud.com/>, open the Calendar Web app, and click the Share icon adjacent the item's name in the left sidebar.

### **Turn On Microsoft Exchange ActiveSync for Calendars, Contacts, and Reminders**

If your employer uses Microsoft Exchange, you may be able to sync work-related contacts and calendars, and reminders/tasks, between the Exchange server and your iPad. iOS 5 supports syncing with Exchange Server 2003 (SP2), 2007 (SP1), and 2010.

**Note:** If your Exchange account is from your workplace, your organization may have a configuration profile for your iPad that has settings for accessing the Exchange server, along with Exchange email account settings, and security settings. (Flip back to [Do You Have a Profile?](#) for more information.) If a profile is available, you can install it instead of following the steps below.

**Tip:** You may find it useful to consult the appendix, "iPad in the Business" in [The iPad Manual](#) (the appendix is called "iPad in Enterprise" in the version of the manual found in the Safari app).

Here are the steps for setting up syncing between an account on a Microsoft Exchange server and the iPad's Calendar and Contacts apps:

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**Warning!** *If you have contacts or calendar data on your iPad, your first sync may replace that iPad data with the data from the server.*


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1. On your iPad, in the Settings app, tap Mail, Contacts, Calendars.
2. At the right, under Accounts, tap Add Account; then tap Microsoft Exchange.
3. Enter your account details, and tap Next.
4. The iPad now uses autodiscovery to try to learn any remaining settings. This could take several minutes. Depending what the iPad learns, you may have to fill in more info or tap Next a few times.
5. In the Exchange Account view, ensure that the switches are set the way you want them.
6. Set how often you want to sync between the iPad and the Exchange server; read [Set Up Push or Fetch](#), a few pages ahead.

Wait a few minutes, and then check for new data on your iPad.

### **Turn On Google Sync for Calendars and Contacts**

You set up syncing to Google Sync with the same steps that I gave just previously for setting up a Microsoft Exchange account (Really!). Because the specifics of these steps change every so often, I've not included them here. Instead, please refer to this Google Help page for the most current directions: <http://www.google.com/support/mobile/bin/answer.py?answer=138740>.

To see your synced Google contacts, open the Contacts app, tap the red Groups bookmark, and under the "Exchange" heading, tap Contacts. In my testing, contacts that were already on my iPad did *not* sync to Google, but contacts that I created after turning on Google Sync did sync, so long as I tapped the plus  button while viewing either just my Google Contacts or while viewing the "All Contacts" group.

If you don't see your synced, primary Google calendar, open the Calendars app and tap Calendars at the upper left. Your calendar appears under the "Exchange" heading. Tap the name of the calendar to enable it—a checkmark should appear at the right side of its listing.

**Tip:** To change the color associated with a calendar, in the Show Calendars list, tap Edit, tap the calendar's name, tap a color, and then tap Done.

To sync with more than one Google calendar, follow the steps at <http://www.google.com/support/mobile/bin/answer.py?answer=139206>). That Web page has two sets of directions, one for normal Google Calendar users and one for people using Google Calendar with a Google Apps account. By “Google Apps” account, Google means people whose organizations are using Google Apps for Business (<http://www.google.com/apps/intl/en/business/>).

Once you've set up Google Sync, be sure to set up push or fetch, as I describe next.

### Set Up Push or Fetch

Unless you want to extend battery life as much as possible, I suggest that you set your iPad to receive changed contact, reminder, and calendar data automatically, that is, to have data *pushed* to it. This helps ensure that you have the latest data, and helps avoid sync conflicts that are more likely when you sync less often.

To turn on push, tap Settings > Mail, Contacts, Calendars > Fetch New Data. Then, to be sure push is on for the desired services, tap Advanced. In the Advanced view, tap the option that you want. Push is not available for all types of accounts, but it is available for Microsoft Exchange (which includes Google Sync) and iCloud accounts (**Figure 51**).



**Figure 51:** In the Advanced view shown here, you can tap an entry to further configure its options. In this view, you can see my iCloud and Google Sync settings (yes, GoogleSync appears as Exchange).

# Send and Receive Email

If you want to read email on the iPad and you have a webmail account, you can use Safari to access your email, just as you would in any other Web browser. However, you can also read your email with the Mail app that comes with iOS 5, or even in a third-party email app. In this chapter, I talk about using the Mail app.

For fun, at the end of this chapter, I look at two modern alternatives to email—sending text messages in the [Messages](#) app and having video conversations in [FaceTime](#).

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## Set Up Your Email Account

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To configure Mail so that it can send and receive email, you have a few options:

- Sync your email account settings from your desktop computer to your iPad with an [iTunes Sync](#). This “sync” is not a sync, as it transfers settings only one way, from your computer to your iPad. It does not transfer any messages; all it does is transfer settings.
- Configure an iCloud, Exchange, or Google account, as I described in the previous chapter. If you’ve already set up one of those accounts, all need to do is turn on the Email switch in Settings > Mail, Contacts, Calendars > *name of your account*.
- Set up a new email account by tapping Settings > Mail, Contacts, Calendars > Add Account.



After you’ve set up an email account, be sure to look over and customize the options found at Settings > Mail, Contacts, Calendars, under the “Mail” heading. Also, [Set Up Push or Fetch](#) for your email.

**Tip:** If you need help, or are interested in the myriad details of how mobile email can be best configured, please read the amazingly detailed [Take Control of Mail on the iPad, iPhone, and iPod touch](#).




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## Send and Receive Email

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In Mail, to write and send a message, tap the New Message  button at the upper right. (Or, to reply to a message, tap the arrow  icon button near the upper right.) Fill in the various header fields (such as To and Subject), type your message, and then tap the Send button at the upper right.

Here are a few tips for composing an email message:

- As you type an email address in the To field, the iPad will present a popover of possible matches from the Contacts app. You can tap one of those options or keep typing. Alternatively, to add an address from Contacts, tap the plus  button that appears at the right.
- To access the Cc and Bcc fields, tap those items in the second row of the header. You can drag inserted email addresses from one field to another.
- If you have more than one email address active on your iPad, you can set which one will be used to send your email by default: tap Settings > Mail, Contacts, Calendars, and then under “Mail,” tap Default Account. To select a non-default email address for the From field in the email message itself, tap the “Cc/Bcc, From” field label and then tap one of the email addresses on the list that appears.
- You can’t send an attachment from within Mail (unless you are forwarding a message that already has an attachment). To send an attachment, find it in some other app on your iPad and then look for a Share or Action button (usually a swooshing arrow  button) that includes a Mail option. For example, in Photos, select the photo and then tap the arrow  icon.

If you don’t want to send your message right away, or if you want to delete it without sending, tap Cancel at the upper left and then tap Delete Draft or Save Draft.

If you aren’t in the midst of sending an email message, you can view and read your received messages. If your iPad is in the landscape orientation, you’ll see a list of mailboxes or messages at the left; if your iPad is in portrait orientation, tap Inbox at the upper left to view messages and mailboxes (or swipe right from the left of the screen to

pull it open). Either way, you can navigate to and then tap a message's summary to view the full message.


**Tip:** If you have more than one email account set up, use whatever buttons appear at the upper left to navigate to your Mailboxes list.

Here are a few useful things to realize about reading email messages:

- If a date in a message has a blue underline, you can add it to a calendar or view that date in [Calendar](#): tap the date, and then tap Create Event or Show in Calendar (**Figure 52**).



**Figure 52:** Mail may detect a date in a message. If it does, the date will be blue and underlined. Tap the date to work with it.

- An attached photo usually appears as an image within a message. To save an attached photo from a message, tap the arrow  icon at the upper right and then tap Save Image (or if you have no Save Image command, touch and hold on the image to get a Save Image command). The iPad saves the photo in the Photos app, in the Camera Roll album (iPad 2) or Saved Photos album (original iPad). If you've turned on iCloud Photo Stream, the photo is also added to your stream.
- Non-photo attachments appear as thumbnails (**Figure 53**).



**Figure 53:** The icon for a PDF attachment in Mail looks this. Tap the icon to read it, as shown in **Figure 54** below.



To view an attachment, tap its icon (you may need to tap once to download and once again to view). In the resulting screen, you can also tap the screen to view a toolbar at the top: you may get a button at the upper right for transferring a copy of the attachment to another app, if an appropriate app is installed (**Figure 54**). Tap Done in the toolbar to return to the main Mail view.



**Figure 54:** Once you are viewing an attachment, such as the PDF shown here, tap it to show the toolbar. You can also tap the icon at the upper right to transfer a copy of the attachment to another app.

**Tip:** If you transfer a PDF into iBooks, you'll find it in iBooks by tapping Collections > PDFs.

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## Go Beyond Email

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I know, I know. This chapter is about email. But, I needed a corner of this ebook to tuck a few special iPad items into, and they've landed here. Let's look at two modern methods of communication that you can use to supplement email. First, we'll talk about how you can send free text messages. After that, we'll look at making video "phone" calls with [FaceTime](#).

### Messages

With the new-in-iOS-5 Messages app, you can send text messages, as well as photos and videos, to another person's iOS device (iPod touch, iPhone, or iPad), so long as it is running iOS 5. The messages are sent using Apple's new-in-iOS-5 iMessage service, which works over Wi-Fi to the Internet, if a Wi-Fi connection is available. If there is no Wi-Fi connection, a 3G iPad uses its data connection.




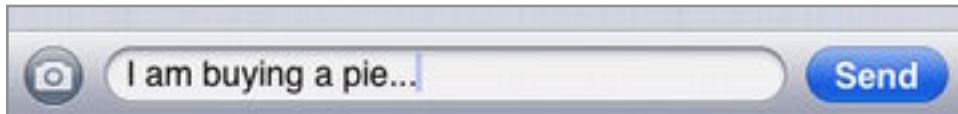
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***Which iOS devices can't run iOS 5?*** *The first- and second-generation iPod touch, the original iPhone, and the iPhone 3G.*

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To set up Messages, tap Settings > Messages.

Once you're set up, to compose a message to a new recipient, tap the New Message  button at the top of the screen, enter the recipient's address in the To: field, type your message, and tap the Send button (**Figure 55**).



**Figure 55:** Type your message, and then tap the Send button. If you want to send a photo or video from the Photos app, tap the round Camera button at the left.

Here are my favorite Messages tips:

- When you address a message, you can use the email address that your recipient has set up with Messages. Or, if your recipient has an iPhone running iOS 5, you can use the iPhone phone number. (You can't use Messages on an iPad to message someone who doesn't use an iPhone.)
- To forward a message to someone else, tap the arrow  button near the upper right, tap the desired message (or multiple messages!), and then tap the Forward at the bottom of the screen.
- To delete a message in the selected conversation, tap the arrow  button near the upper right, tap the message, and then tap Delete.
- If you have another iOS device, such as an iPhone, Messages conversations on that other iOS device, will appear in the Messages app on your iPad—so long as you use the same receiving email address.

## FaceTime

With the FaceTime app, you can use the cameras in the iPad 2 and an Internet connection to do a video chat with another person. This is great for talking to your 4-year-old nephew, to make general in-house intercom calls, and much more, though you may need to train yourself to be fluid and comfortable with a video chat.

FaceTime is easy to use, but it has some specific requirements:

- The person you're chatting with must have another iPad 2, a fourth-generation iPod touch, an iPhone 4 or 4S, or a Mac running 10.6.6 Snow Leopard or 10.7 Lion.
  - **FaceTime on the Mac:** 10.6.6 Snow Leopard users must purchase FaceTime for Mac for \$.99 from the Mac App Store (using the App Store application). 10.7 Lion users get the software for free. Of course, the Mac must have a built-in or attached video camera.
  - **FaceTime in iOS:** On the iPhone, FaceTime is not a separate app; the feature is built into the Phone app.
- The devices on both sides of the call must connect to the Internet with a Wi-Fi or Ethernet connection. A cellular data connection won't work.
- Both people involved in the call must have Apple IDs.

After you've launched the FaceTime app and set up your FaceTime account, tap the Contacts button in the tab bar to bring up a list of possible people to call. Tap the name of the person you want to call, and then tap the email address (or iPhone phone number) that goes with that person's FaceTime account. **Figure 56** shows the iPad screen during a FaceTime call.



**Figure 56:** Here's a FaceTime call in action. I'm talking on my iPad using the front-facing camera, and you can see my inset photo at the lower right. The person I'm talking to (Adam) is using the front-facing camera on his iPhone 4, which makes him look a bit grainy—he's much less pixelated in real life! [It's true! -Adam]

Notice the controls that appear near the lower-left. I can mute the sound but continue the video, end the call, or switch to sending video through the rear-facing camera.

**Tip:** To change your FaceTime account information, go to Settings > FaceTime.

# Read Ebooks, Magazines, and More

Given that I'm co-publisher of the Take Control series, it would be an understatement to say that I'm fairly interested in reading on the iPad. In this chapter, I've tried to boil down everything that I know into just a few pages. I begin with some general pointers, continue with a look at Apple's iBooks ebook-reading app, and then look at magazine reading options, including the new-in-iOS-5 [Newsstand](#).

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## Get Started with Reading Ebooks

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If you're new to reading ebooks on the iPad, here are some ideas for how to get started:

- Read *this* ebook on your iPad! For example, you can read it in the Safari app by logging in to your Take Control Ebooks account at <http://www.takecontrolbooks.com/account>, or you can load the PDF into iBooks as described in [Read in iBooks](#), later in this chapter.
- If you aren't sure how to begin or you want to use Apple's iBooks ebook app, skip ahead to [Read in iBooks](#).
- If you have a Kindle, or if shopping for ebooks from Amazon appeals to you, that's no problem on the iPad. Amazon's free [Kindle](#) app for the iPad works well, even if you don't own a Kindle. There's also a [NOOK for iPad](#) app, as well as zillions of other special ebook-reading apps.
- Read comics! See Jason Snell's *Macworld* article "The iPad as a comic-book reader," at <http://www.macworld.com/article/151291/>.
- Ask your library if it offers ebook loans from OverDrive. Depending on the formats that your library offers, you may be able to use the free [Kindle](#) app or, for Adobe Digital Editions, the free [OverDrive](#) app, or, even better, the free [Bluefire Reader](#). (See <http://tidbits.com/article/11980> for more about Bluefire and the challenges of reading DRM-protected library ebooks.)

The text, graphics, and other elements that make up an ebook can be saved in different file formats by the publisher. When you read on the iPad, you'll probably encounter several different file formats:

- **EPUB:** EPUB is short for “electronic publication.” An important characteristic of EPUBs is that they are *reflowable*, so the text can display reasonably well on a variety of screen sizes (such as an iPad, NOOK, or iPod touch) and accommodate changes that you make in font size or screen orientation while you read. As a result, most EPUBs have simple visual layouts or may look odd, since it's difficult for the publisher to create a complex visual layout that looks good regardless of where the page breaks fall or what font and size is being used.

You can read EPUBs in many ebook-reading devices and a few apps. On the iPad the EPUB is a big deal because it's the file format that Apple requires for all books sold through the iBookstore.

- **PDF:** PDF stands for “Portable Document Format.” Generally speaking, PDF documents consist of static “pages” where the text and graphics on a page do not adjust for your screen size or orientation, and you cannot choose the font or font size, though you can often change the zoom level. The PDF format lends itself to visually attractive reading material that includes complex layouts with photos, tables, and other visual elements.
- **Mobipocket:** Mobipocket (or “mobi”) is another common ebook file format. Amazon's Kindle and the Kindle iPad app can use the Mobipocket format, though if you buy an ebook from the Kindle store, it will be in a Mobipocket variant called AZW.
- **Other formats:** Lots of other formats are available. Keep in mind that whatever format you purchase an ebook in, you'll need an iPad app that can handle it. You can get an idea of the range of formats by reading the Wikipedia article “Comparison of e-book formats,” at [http://en.wikipedia.org/wiki/Comparison\\_of\\_e-book\\_formats](http://en.wikipedia.org/wiki/Comparison_of_e-book_formats).

**Tip:** Project Gutenberg is a non-profit Web site with a huge collection of out-of-copyright ebooks, available in various text formats and sometimes as audiobooks (<http://www.gutenberg.org/>). An interesting source of free, high-quality PDFs of children's books is Jackson Fish Market Books (<http://books.jacksonfish.com/>).

**Tip:** For links to (some) important free ebooks, ideas for ebook-reading apps, and a terrific analysis of the state of digital fiction, read “Zombie Authors Threaten Fiction Ebook Market, from the Grave!” at <http://tidbits.com/article/10979>.

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## Read in iBooks

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Apple’s **iBooks** is a free download from the App Store. I explain how to download an app from the App Store in [Shop for Apps](#), later.


iBooks provides a virtual bookshelf for ebooks and a pleasant interface for reading them. In iBooks, an “ebook” can be any unprotected PDF or EPUB, as well as any DRM-protected EPUB from the iBookstore.

You can stock iBooks with reading material in several ways:

- Transfer EPUBs and PDFs from some other app on your iPad. For example, [Figure 54](#), earlier, shows the controls for copying an attached PDF from Mail to iBooks. Personally, I often use the [Dropbox](#) app to move items into iBooks; in Dropbox you tap to load the file, tap the Share  button, and then tap iBooks.
- Copy reading material from your desktop computer with an [iTunes Sync](#). You can copy DRM-free PDFs and EPUBs, as well as ebooks that you’ve downloaded to the computer from the iBookstore.

To add a DRM-free EPUB or PDF file to iTunes so it can be synced, in iTunes, choose File > Add to Library and open the file, or drag the file from the Finder (Mac) or Windows Explorer (Windows) to the Library area of the iTunes sidebar. The file will appear in the Books category in iTunes, and it can be copied to the iPad the next time you sync.

- Set up your iPad to download new iBookstore purchases automatically (see [How to Set Up Your Apple ID for the iTunes Store](#)), and then buy ebooks from the iBookstore on any device or computer *while using the appropriate Apple ID*.
- From within iBooks, buy ebooks from the iBookstore by tapping the Store button at the top left of the main iBooks screen ([Figure 57](#), slightly ahead).

- From within iBooks, redownload an ebook that you've already purchased: tap Store > Not on This iPad, locate your ebook, and then tap the iCloud  button adjacent to your ebook's listing. *If you aren't logged in with the right Apple ID, tap the Apple ID lozenge at the lower left.*

### Buying Take Control Ebooks in the iBookstore

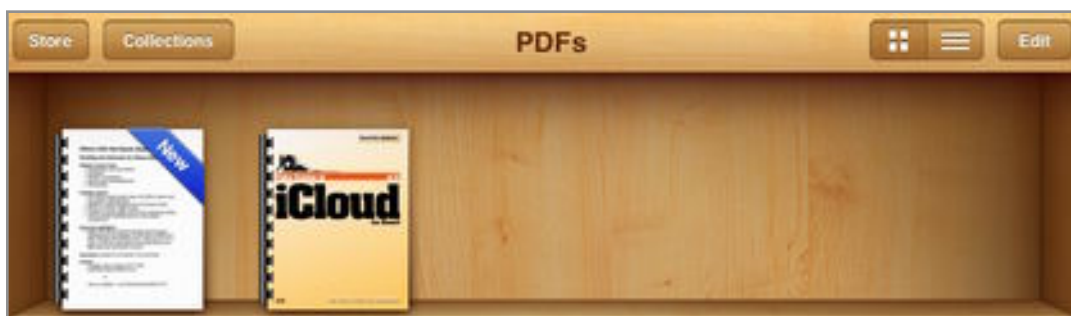
You can buy Take Control ebooks from the iBookstore, although it's often better to buy them from the Take Control Web site (<http://www.takecontrolbooks.com/>) because our system automatically adds purchased ebooks to your account, which lets you view them in Safari on your iPad, redownload, and get any free updates that you may be eligible for.

If you buy from the iBookstore, you can still get any free update by redownloading the ebook from the iBookstore; the only problem is that we have no way of alerting you about the update or to a discount price on an upgrade to the next edition.

To register a Take Control ebook from the iBookstore, go to [Ebook Extras](#) at the end of the ebook, tap the "access extras related to this book" link, and sign up for an account. Once you are logged in, tap that "access extras..." link *a second time* to register your ebook.

Here are a few tips for getting the most out of iBooks:

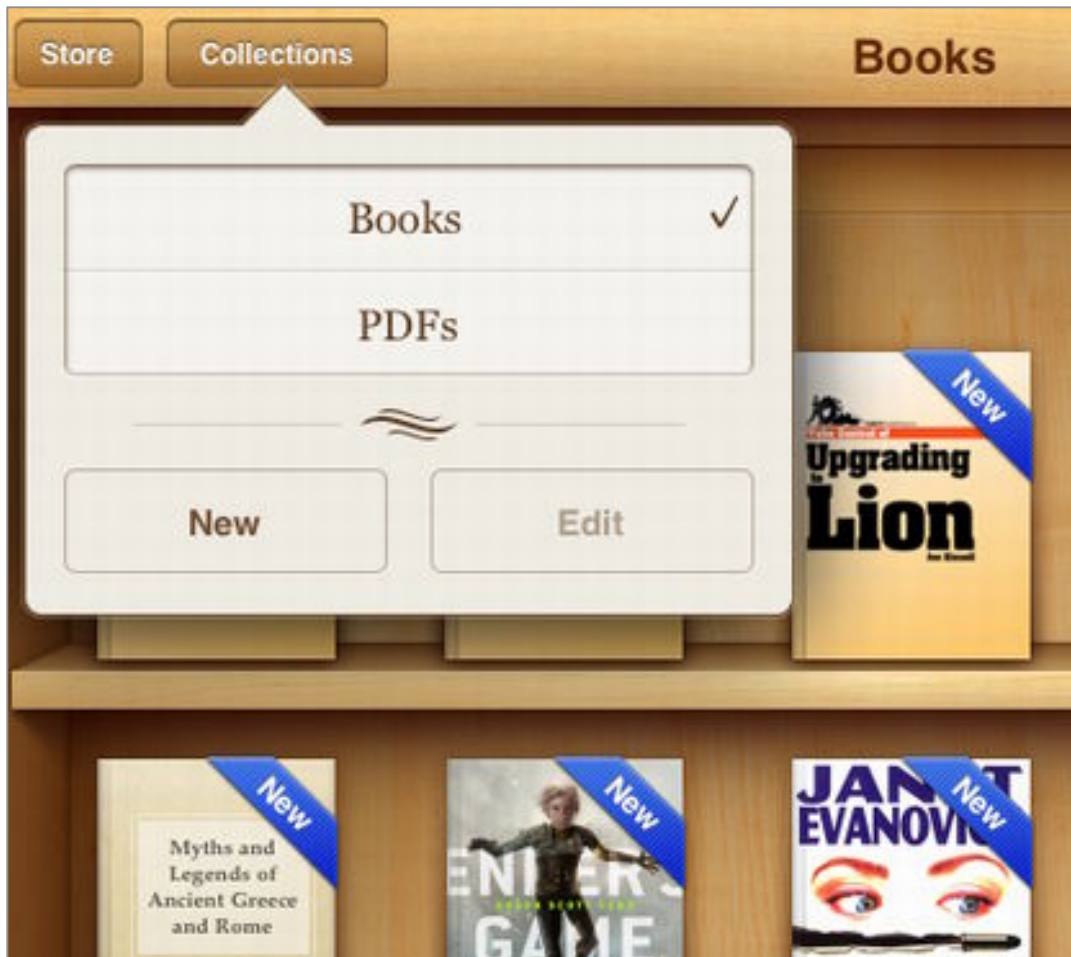
- Notice that there are two main views in the main iBooks screen: Bookshelf and List. Tap the two view buttons near the upper right to toggle between them (**Figure 57**).



**Figure 57:** Tap a view button at the right, adjacent to the Edit button, to switch between Bookshelf view (shown here) and list view. Also in this screenshot, notice the PDFs label (top middle). This label indicates that I am viewing my PDFs collection—see the next figure for more on collections.




- In the Bookshelf view, swipe left or right to switch quickly between collections.
- Be aware of the Collections button! iBooks organizes PDFs into a special collection, so if you can't find a PDF after transferring it to iBooks, look in the PDFs collection (**Figure 58**). Also, you can create more collections in order to organize a growing library.

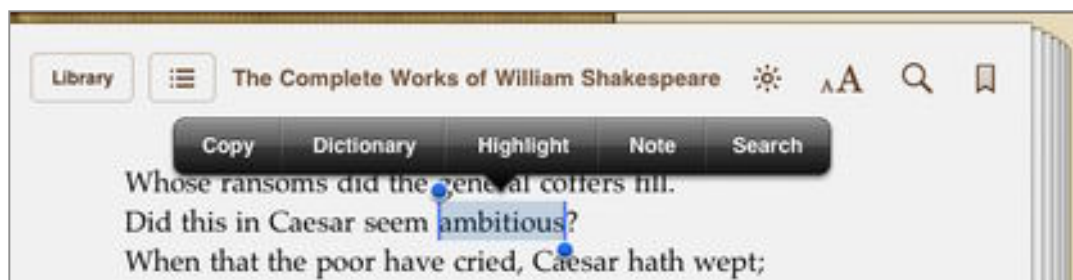


**Figure 58:** To view PDFs, open the Collections menu and tap PDFs. You can also tap the New button to create a new category.

- To make your collection arrangement the same on different iOS devices that you own, go to Settings > iBooks and enable the Sync Collections option.
- To delete an ebook from iBooks, tap the Edit button at the upper right of the main iBooks screen, and then, in the Bookshelf view, tap a book's cover to select it and then tap the Delete button; or, in List view, tap an empty circle at the left, and then tap the Delete button. Although the ebook is deleted from iBooks on your iPad,

if it was previously in your iTunes library or your iBookstore account, it will remain there.

- A Search field appears at the top of List view; in Bookshelf view, you must swipe down to show the Search field.
- To read an ebook, tap its entry in Bookshelf or List view.
- Turn to the next page by dragging your finger right to left. Turn to the previous page by dragging left to right. Or, simply tap the left or right margin of a page.
- When reading an ebook, if you can't see controls, tap within the text area of the book page.
- When viewing an ebook, you'll find the Table of Contents  button at the top of the screen. In the table of contents of an EPUB, you must flick up or down (not right or left!) to see additional pages.
- In some EPUBs, you can tap a link to go to a different page in the book. To return to where you were, tap the Return link at the lower left. If you don't see the link, tap once on the page to activate it.
- In an EPUB, touch a word for a moment to show a magnifying glass and then release. Now you can tap buttons for special options, including a Dictionary lookup (**Figure 59**).



**Figure 59:** In an EPUB, you can hold down momentarily on a word and then release to access a few special options.

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## Read Magazines and More

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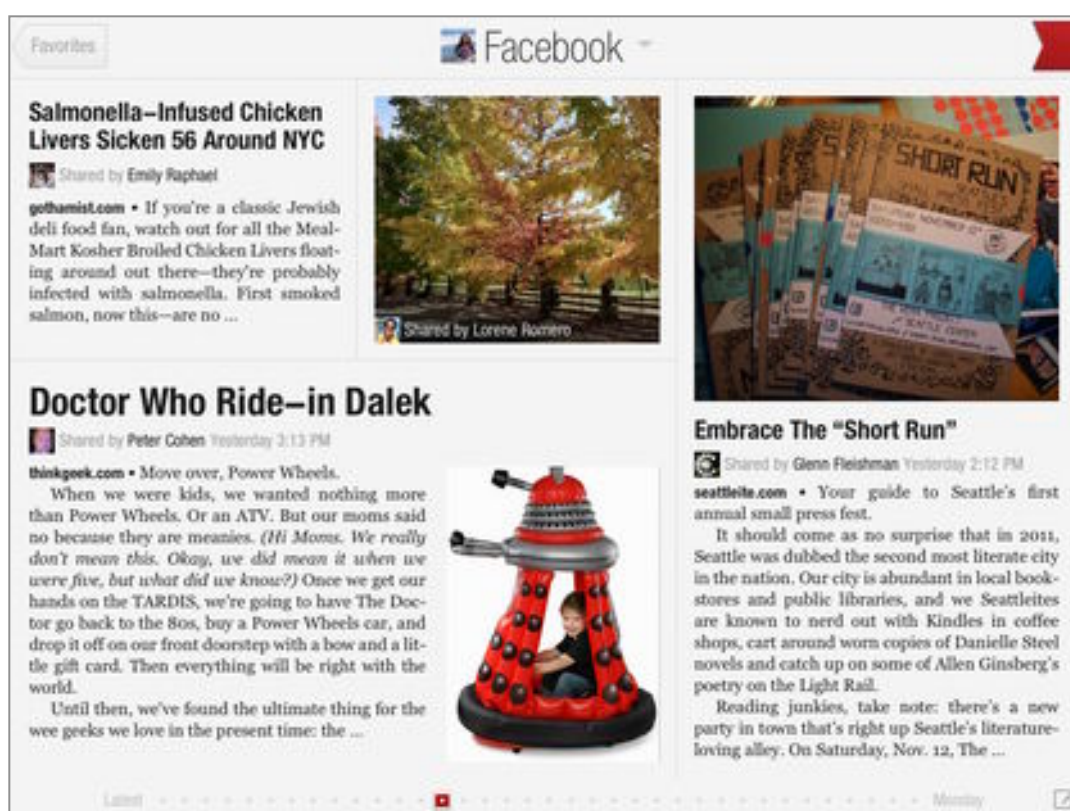
Magazines, newspapers, and novel forms or media have all found their way to the iPad. Many newspapers and magazines have iPad options, whether they expect you to simply read them on the Web (perhaps in Safari) or they've made a special iPad app. If you'd like to move to a

digital version of a favorite periodical, ask the publisher or check the publisher's Web site to see if there is a digital option.

## RSS

If you're a hardcore Internet user, you may be familiar with RSS Newsreaders, which let you pull in "feeds" of news or other content from a variety of sources. A few iPad readers worth a look are [Reeder for iPad](#) (Silvio Rizzi, \$4.99), [NewsRack](#) (omz:software, \$4.99), and [NetNewsWire for iPad](#) (NewsGator Technologies, \$9.99).

I use the free [Flipboard](#). It collects news from various sources, including social media posts from Facebook and Twitter, and combines them into an elegant, fun-to-tap magazine-style layout (**Figure 60**).



**Figure 60:** Flipboard can show various blogs and media sources, including your Facebook feed. To move around, be sure to experiment vigorously with tapping, two-finger tapping, and dragging.

## Newsstand

The icon for this app looks like an empty rack in a library. The idea here is that you can fill the rack by tapping the Store button within the app and then subscribing to free or paid periodicals. These periodicals are actually separate apps—they can be downloaded independently

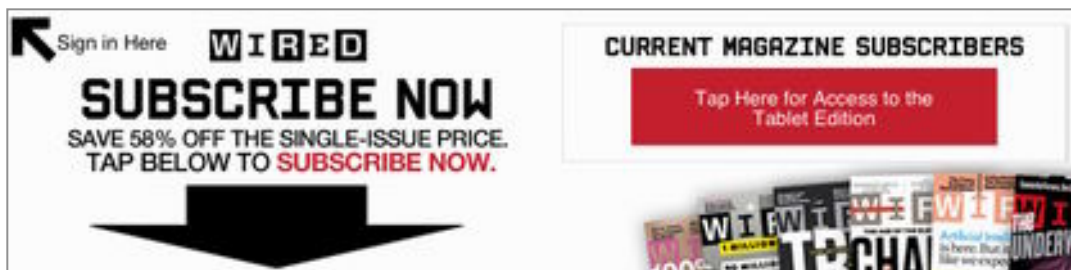
from the App Store—but they will install as mini-icons into Newsstand, not as regular icons on the Home screen. You open them from within the Newsstand app (**Figure 61**).



**Figure 61:** The default Newsstand icon has empty shelves (left), but added magazines will appear on the shelves (right).

For the most part, Newsstand magazines are free and they contain some free content. But a Newsstand magazine will likely have a button you can tap to pay for additional issues, either one at a time or as a subscription.

In some cases, if you've paid for a paper subscription, you can enter your credentials and then get the same content on your iPad with no additional charge. *WIRED*, for example, offers both options (**Figure 62**).



**Figure 62:** Some Newsstand magazines offer more than one subscription option. For example, right now, subscribers to the paper version of *WIRED* can get the magazine digitally with no extra charge.

**Note:** Before Newsstand was released by Apple along with iOS 5, the main game in town for iPad magazine subscriptions was [Zinio](#). Zinio is still around, and its splash screen says that it has 4,000 magazines. That's a lot more than what's available in Newsstand.

# Listen to Music, Podcasts, and Audiobooks

Like the Walkmans and boom-boxes of yore, the iPad is a great music player. It's also handy for listening to podcasts and iTunes U lectures. In this chapter, I first look at the Music app with a focus on putting music into it. I then provide pointers on acquiring [Podcasts and iTunes U Lectures](#) and [Audiobooks](#), which you listen to in the Music app.

I also talk about the [Audio Playback Controls](#).

## Audio File Formats That Play in the Music App

You get a wide range of options for the file types that will work in the Music app:

- ◆ General music files: AAC, MP3, AIFF, WAV and Apple Lossless.
- ◆ Podcasts: AAC and MP3
- ◆ Audiobooks: Any of the above formats, so long as the audiobook file is DRM-free *or* purchased from Audible.

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## Music

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The Music app is your headquarters for playing audio on your iPad, especially audio from Apple and/or synced with an iTunes Sync.


In most cases, one of these options will work nicely for moving your tunes into Music.


- Copy the file from your desktop computer with an iTunes sync, as detailed in [Manage an iTunes Sync](#), later.
- From within the iTunes app on the iPad, buy music.
- Download purchased iTunes songs using iCloud's redownload option: In the Music app, tap Store at the lower left. In the iTunes Store, tap the Purchased button in the lower right. Tap Not On This



iPad at the top of the screen to see a list of any music that you've bought that's not downloaded to your iPad (**Figure 63**).



**Figure 63:** From the Albums view, you can tap an iCloud  button to download an entire album.

You can view music by song or album—tap the Songs or Albums button at the top of the screen to toggle the view. To download, tap the iCloud  button beside any song or album name.

- If you have a subscription to Apple's iTunes Match service, you can enable it on your iPad by tapping Settings > Music and then turning on the iTunes Match switch. Your music should then appear automatically in the Music app. (To learn more about iTunes Match, see the last bullet item in [Understand What's in iCloud](#).)

To play a song in the Music app, first locate the song by tapping a category button at the bottom or by searching in the Search field. Tap your way to the song's name, and then tap the name.

**Tip:** You can find songs using the iPad's Spotlight search screen: go to the Home screen and swipe *right* past the leftmost page.

You can read about the [Audio Playback Controls](#) at the end of this chapter.

**Tip:** Apple's Music app is a great option, but it's only one of many choices. For example, in the [Pandora Radio](#) app (created by the same folks who run the Pandora Web site), you can craft your own Internet radio show. To locate music-related apps, search in the App Store with the name of a musical genre or with the [radio](#) search term.

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## Podcasts and iTunes U Lectures

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You can download free podcasts and iTunes U lectures from within the iTunes app on your iPad:

- **Podcasts:** Although some podcasts are video podcasts, most are audio-only talk shows, typically with regular episodes. And, many regular radio shows are also made available in podcast format. In the case of podcasts, if you want to listen to the same podcast regularly, I recommend that you use an [iTunes Sync](#) to transfer the podcast episodes to your iPad (**Figure 64**). When you use an iTunes sync, iTunes on your computer automatically downloads new episodes, after which the episodes can sync to your iPad without any additional interaction on your part.



**Figure 64:** In iTunes on a desktop computer, you can work on the Podcasts pane to tell iTunes exactly how to handle podcast syncing.

- **iTunes U:** iTunes U is a diverse and impressive collection of lectures, in audio (and sometimes video) format, recorded in the lecture halls of many colleges and universities. Some lectures are recorded at a higher quality than others, and some teaching styles lend themselves to this format more than others, so if you get a lemon on your first try, don't give up.

To download a podcast (or iTunes U) item from the iTunes app on the iPad, tap Podcasts (or iTunes U) in the tab bar at the bottom of the iTunes screen and then tap your way to the item that you'd like to hear (**Figure 65**).

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***Where in the Music app?*** The Music app tucks podcasts and iTunes U lectures under the More button at the bottom of the screen. Tap the More button to access those options.

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**Figure 65:** This iTunes U lecture is available for download in audio or video format. The video option is marked with a video icon.

Once the episode downloads, you listen to it in the Music app. Or, in the case of a video, you watch it in the Videos app (see [Watch Video in the Videos App and More](#)).

Flip ahead a page or so to learn about the [Audio Playback Controls](#).

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## Audiobooks

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Your options for adding audiobooks to the Music app are much like those I described at the beginning of this chapter in [Music](#).

When shopping for an audiobook, you can shop in iTunes, but another popular source of commercial audiobooks is Audible (<http://www.audible.com/>). A source of free audiobooks is LibriVox (<http://librivox.org/about-listening-to-librivox/>). The LibriVox motto is “acoustical liberation of books in the public domain.” Or, consider [Audiobook Player HD](#), which connects to a library of over 2,000 out-of-copyright audiobooks.

If you need to add an audiobook file to iTunes on a computer so that you can sync it to your iPad, do this:

1. In iTunes, choose File > Add to Library and then open the file.
2. To ensure that the newly imported file is understood by iTunes as an audiobook, select it in iTunes, choose File > Get Info, and then click Options.

3. On the Options pane, from the Media Kind pop-up menu, choose Audiobook.

With that done, the file should appear in your Books library, which is accessed by selecting Books in the iTunes sidebar at the left.

**Tip:** The controls for syncing audiobooks in iTunes on a computer are located on the Books pane, way at the bottom.

You play an audiobook in the Music app. To find an audiobook in Music, tap More (near the bottom right) and then tap Audiobooks. You can learn how to control audio playback just ahead.

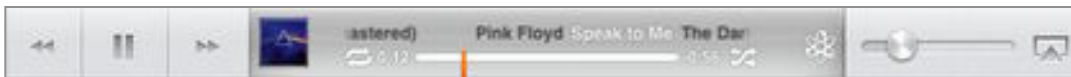
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## Audio Playback Controls



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Here are a few tips for controlling what you hear in the Music app:

- **Rewind and fast-forward:** In the toolbar at the top of the screen (**Figure 66**), a bar shows the progress of any playing audio; you can drag the orange playhead line to “scrub” forward and back in the bar. (The double-arrow buttons near the left move you to the previous or next track.)






**Figure 66:** Once audio is playing, the top of the Music screen shows the playback controls.

- **AirPlay:** Tap the AirPlay  button at the right to choose an audio output destination, such as an AirPort Express base station that's connected to a set of stereo speakers, a second-generation Apple TV, or any AirPlay-savvy sound setup. (See [Play Media with AirPlay](#) for details.)
- **Volume:** To adjust the volume, drag the Volume slider near the right side of the toolbar. For more volume tips, read [Volume Control](#), earlier.
- **Go deeper:** Tap the album icon (shown as  in **Figure 66**, above) (or tap the audiobook or podcast icon) to see a big copy of the cover. Tap the big cover image to see more options: try flicking left and

right, and try tapping the button at the lower right. To return to the initial view, tap the album icon in the toolbar again.

**Tip:** If your iPad goes to sleep, playback will continue; double-press the Home button to access playback controls on the Lock screen.

When you are playing music only, the toolbar (**Figure 66**, above) has special buttons:

- **Loop a song or playlist:** Tap the Loop  button to play the current list of songs over and over. Tap it again to play the current song over and over. Tap once more to turn looping off. (If the button is black, looping is on.)
- **Shuffle a playlist into a new order:** Tap the Shuffle  button to play the current list of songs in random order. (If the button is black, shuffle is on.)
- **Make a Genius playlist:** In the toolbar, tap the Genius  button to create a playlist based on the song that is currently playing.

# Take and Enjoy Photos and Videos

If you have an iPad 2, you can take photos and videos using the built-in cameras. And, no matter which iPad you have, you can view photos in the Photos app, in Picture Frame mode, and in the Videos app, and that's just the beginning of your options. In this chapter, I discuss taking photos with the iPad 2 and how to copy photos on and off an iPad. I also talk about watching video in Apple's Videos app and mention a few third-party alternatives.

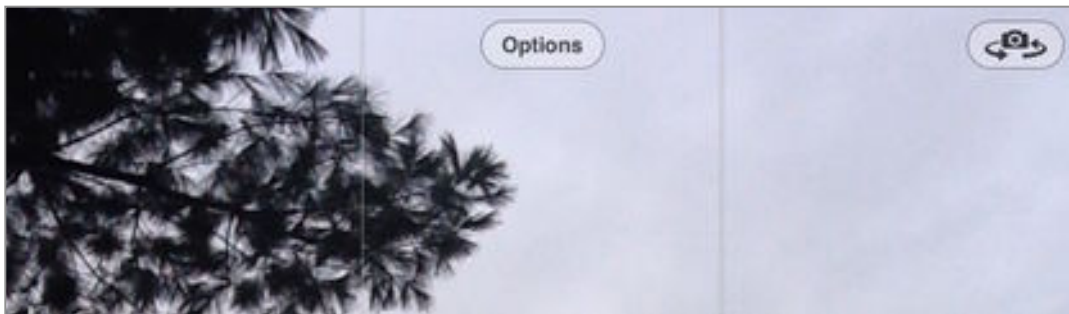
(To learn about Picture Frame mode, see [Lock Screen](#), earlier. )

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## Use the Camera

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If you have an iPad 2, to take a photo or video, open the Camera app. Once you have the app open, you'll see the image that's coming in through the currently active camera. You'll also see one or two buttons overlaid on the top of the screen (**Figure 67**).



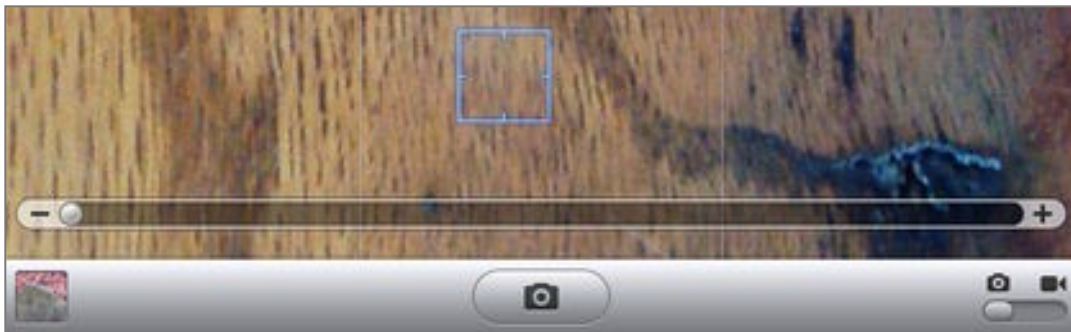
**Figure 67:** When you use the rear-facing camera, you can tap the Options button at the top of the screen to turn on the grid and you can tap the Camera Swap button (upper right) to switch to the front-facing camera. The three-by-three grid is turned on here—you can see two vertical lines dividing the cropped image into thirds.

Refer to **Figure 67** above and **Figure 68** below as you read these notes on using the Camera app:

- The rear-facing camera on the back of the iPad boasts a higher resolution than the front-facing one, so use the rear-facing camera

when possible. You can tap the Camera Swap button at the upper right to change the active camera.

- To switch between taking a photo and recording a video, use the slider at the lower right.
- If you are taking a photo, you can use a three-by-three grid overlay to guide your composition. To turn on the grid, activate the rear-facing camera, tap Options at the top of the screen, and toggle the grid on.
- To focus the lens on a certain portion of the image, tap that spot. **Figure 68** shows a small blue box where the image was just tapped.



**Figure 68:** This screenshot shows the blue focus box as well as controls that can appear near the bottom of the screen: the Zoom slider appears as an overlay. And, on the toolbar, from left to right, is the photo well, shutter button, and photo/video slider.

- If you are using the rear-facing camera for a photo, you can zoom. Make a pinching in gesture to activate the zoom slider. You can move the slider with your finger, or you can pinch and pull on the image—you'll see the slider move as you pinch or pull.
- To take the photo, tap the shutter button at the bottom of the screen. (To record a video, tap the red Record button that appears in place of the shutter button. Tap the button again to stop recording.)
- To view, trash, or share photos and videos that you've taken, tap the photo well at the lower left.

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## Add Photos to the Photos App

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Besides taking photos with an iPad 2 camera, you can add photos to the Photos app on an original iPad or iPad 2 in many ways, including:

- Transfer attachments sent to you in email (see [Send and Receive Email](#), previous chapter).
- This won't always work, but try holding down for moment on an image that appears in Safari. If you get a Save Image option, tap it and the image will save in the Camera Roll album (iPad 2) or the Saved Photos album (original iPad).
- Copy photos to your iPad with an [iTunes Sync](#).
- Put photos in your iCloud Photo Stream (discussed next).

### Turn On Photo Stream on Your iPad

Although I explained the Photo Stream generally in iCloud, much earlier, I've not yet discussed the specifics of turning on Photo Stream on an iPad. Here are the steps:

1. In the Settings app, tap iCloud.

If you haven't yet logged in, enter your account information. If you want detailed advice about your Apple ID or about the login process, please read [Apple ID](#) and [Log In to iCloud](#), earlier.

2. Tap Photo Stream (**Figure 69**) and then tap the Photo Stream toggle switch to turn the service on.



**Figure 69:** When you first log in to iCloud on your iPad, Photo Stream is off, but you can tap it to turn it on.

3. Tap iCloud. Review the other iCloud toggle switches to ensure that they are set in a way that looks okay.

As you take or add more photos to your Photo Stream, you can view them in the Photos app on your iPad; flip ahead in this chapter to learn how.

## Turn On Photo Stream on Other Devices

If, on another iOS device, you log in to the iCloud account that you used in the steps above and enable Photo stream, photos from that device will join your Photo Stream.

You may also wish to turn on Photo Stream in iPhoto '11 version 9.2 or later or Aperture 3.2 or later on your Mac. In order to do this, your Mac must be running 10.7.2 Lion (or newer) and you must log in to iCloud in the iCloud system preference pane. Once that's completed, in either app, open its preferences (choose iPhoto > Preferences, or Aperture > Preferences), select the Photo Stream pane, and then turn on the Photo Stream options as desired.

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**Warning!** *If you are using MobileMe, read [MobileMe?](#), much earlier, before converting your MobileMe account to iCloud.*

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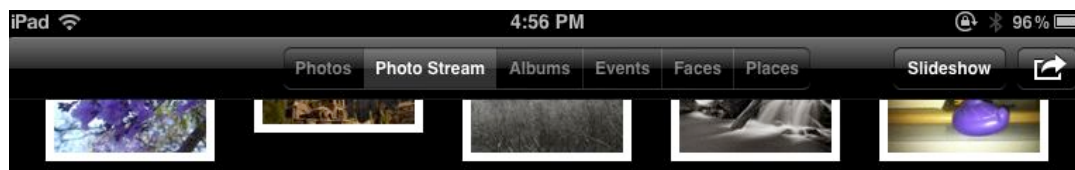
To add photos to your Photo Stream from Windows Vista or 7, you must first, download and install the iCloud control panel from <http://support.apple.com/kb/DL1455> and run iCloudSetup.exe. Once that's installed and configured, you can copy your photos to `My Picture\Photo Stream\Uploads`.

---

## View Photos and Videos in the Photos App

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In the Photos app, you can tap an option at the top to view different collections (Figure 70).



**Figure 70:** You can choose among your various collections from the top of the screen in the Photos app.

---

**No photos in your Photo Stream?** *Photos do not flow into a Photo Stream retroactively. For example, if you enable Photo Stream on your iPad on Monday, photos that you took using the iPad's camera on Sunday will not appear.*

---



Photos initially appear as thumbnails; tap a thumbnail to get a larger view and then you can flick left and right to view all the photos in that collection, or tap a photo in the bar beneath.

**Tip:** When you are viewing a single photo, you can tap the arrow button at the upper right to access controls for sharing it by email or Twitter, for assigning it to an entry in the Contacts app, and more.

---

## Watch Video in the Videos App and More


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The Videos app is a virtual theater for the iPad.


Of the many ways to add a video file to Videos, here are a few common options:

- Transfer the file from another app on your iPad, such as [Dropbox](#).
- Copy the file from your desktop computer with an iTunes sync, as detailed in [Manage an iTunes Sync](#), later. You can copy downloaded videos from iTunes U and video podcasts, as well as TV shows, music videos, and movies from the iTunes Store. (iTunes Store rentals don't copy; instead, they *transfer*—look for a rental in the Videos app in the Rentals category)

You can also add your own video file to iTunes: In iTunes, choose File > Add to Library and open the file. (To add a file from iMovie on the Mac, in iMovie, choose Choose Share > iTunes).

- From within the iTunes app on the iPad itself, buy or rent TV shows or movies.
- Although an automatic download from iCloud for a TV show or movie is not currently an option, you can redownload already purchased TV shows (but not movies, and no rentals) from within the iTunes app on your iPad. Tap Purchased in the toolbar at the bottom of the screen, tap the View button at the upper left to access the TV Shows view, and then tap Not On This iPad. Keep tapping until you can tap an iCloud  button to download the item to your iPad (**Figure 71**). It will appear in the Videos app.



**Figure 71:** Work your way through the iTunes Store until you locate a purchased TV show that you'd like to view on the iPad. Tap the iCloud  button to start the download.

## Video File Formats That Play in the Videos App

According to Apple, these are the specs:

- ◆ H.264: .m4v, .mp4, and .mov
- ◆ MPEG-4: .m4v, .mp4, and .mov

To play a video, open the Videos app and tap the appropriate category button at the top of the screen. Keep tapping to until you reach a screen like the one shown in **Figure 72**. Then tap the round play button to watch the show.



**Figure 72:** After you tap the thumbnail for a video, you'll get an info screen showing details about the show and a round Play button (top, near the center) that you can tap to get the show rolling.

Once the video is underway, you can tap the screen to reveal the playback controls.

**Tip:** You can output video playback to a second-generation Apple TV if you [Play Media with AirPlay](#). Or, you can connect your iPad to a larger screen using a cable connection—see [Accessories](#), earlier, for more information.

**Tip:** Even if you are watching video on the small iPad screen, you can output the audio to AirPlay and listen on your stereo speakers—my family does this all the time from the Netflix app on our iPad.

Although the Videos app may be the most obvious way to watch video on the iPad, you have a plenitude of alternatives. These include not only the YouTube app that comes pre-installed on the iPad, but also apps such as [Netflix](#) and [Hulu Plus](#) (for those in countries where Netflix and Hulu are available), specialized video-viewing apps (search in the App Store on terms like CNN or CBS Sports), the free [TED](#) app, and any Web site that supports iPad video viewing.

# Find Yourself, Your Friends, and Your iPad


In this chapter, you can find an introduction to three of Apple's apps that you can use, respectively, to find yourself, find your family and friends, and find a missing iPad.

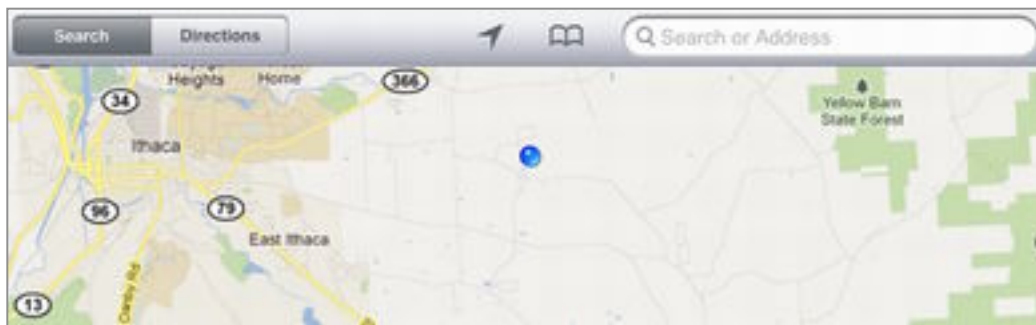
Each of these apps uses the iPad's Location Services feature. Flip back to [Location Services](#), much earlier, if you want a refresher on how it works.

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## Maps

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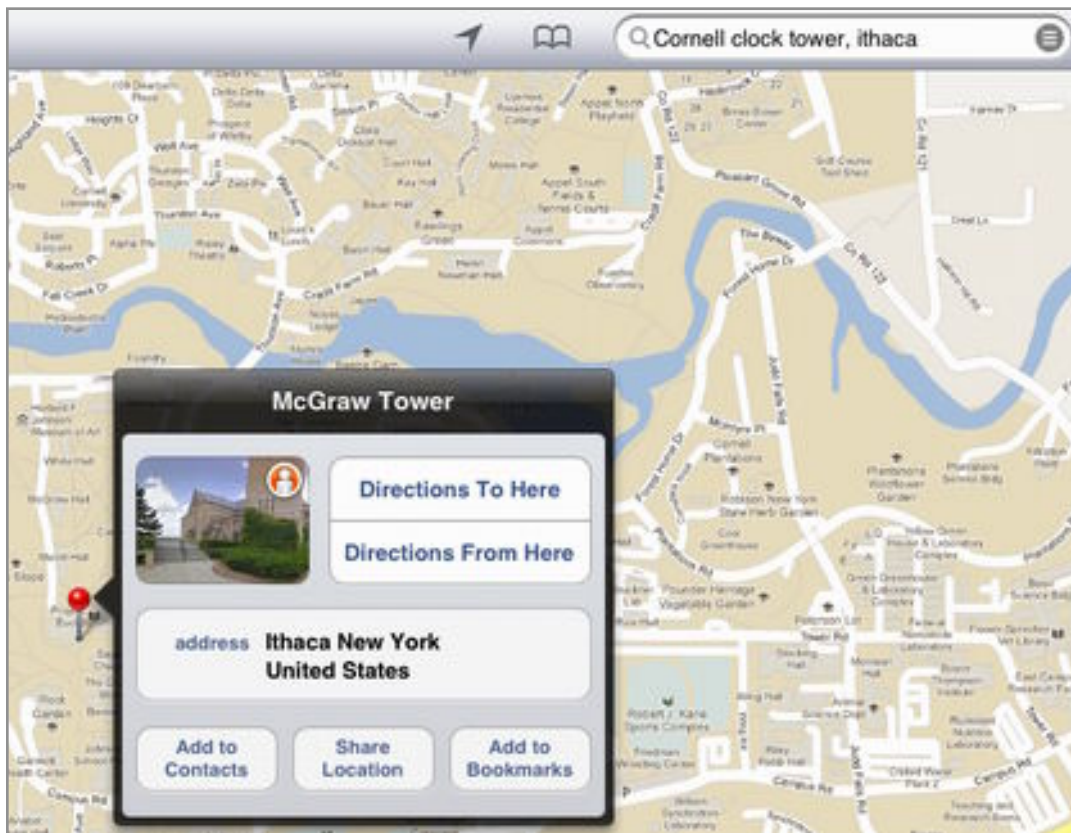
In the Maps app, to figure out where you are, you can tap the Locator  button on the toolbar to get a blue “pin” on the map, indicating your current location (**Figure 73**).





**Figure 73:** Working in the Search view, I tapped the Locator button in the toolbar to find my location on the map.

Here are some mapping tips:

- You can search for somewhere else in the search field at the upper right. In **Figure 74**, I've found McGraw Tower, which is the source of beautiful bell concerts at Cornell University.



**Figure 74:** Tap a search result's red pin and then tap the info  button to learn more about what you've found.

- Maps puts a red pin at a found location. Tap the pin to show a label, and then tap the info  button to see more information in a popover. Try some of the options in the info popover. In particular, if your popover includes a photo, tap the photo to explore the scenery in a three-dimensional image!
- Notice that you can switch between Search and Directions views using the buttons at the upper left. In Directions view, you can enter two locations at the upper right to get directions for traveling between them (**Figure 75**). Tap the Switch button to reverse the source and destination.



**Figure 75:** In Directions view, you can find out how to travel between two locations.

- Tap the flap at the lower right of the map to see more options.

Enjoy pinching, pulling, and dragging around.

**Note:** If you want your iPad to replace a car GPS device, check into apps such as [Navigon MobileNavigator](#) and [MotionX GPS Drive HD](#). You'll need a 3G iPad to use these effectively because the Wi-Fi iPad lacks a GPS chip.

## Find My Friends

With Find My Friends, you can—with your friend's permission—track his location on a map (or, at least, the location of his iOS 5 device) and send him messages. Tracking can be set up permanently (as in, tracking a family member) or temporarily (useful for logistics and communications among an extended family group while on vacation).

**Note:** Find My Friends requires that you set up an [iCloud](#) account.

To set up a permanent request, tap Requests in the toolbar at the bottom of the screen and then fill in the necessary information. You must use an email address that's associated with the Apple ID of the person you want to track.

To organize a group for a temporary Find My Friends event, tap Temporary on the toolbar. Fill in the requested information, including an event name (**Figure 76**).





**Figure 76:** For a temporary event, one person should create the event and send the invitation.

Find My Friends is a new app. My family is excited about it, because we'd already been using Find My iPhone (discussed next) to keep track of our locations, so Find My Friends adds convenience and features to what we were already doing. If you'd like to explore this app fully, I encourage you to read its help, which is embedded in the app: tap Me at the bottom of the screen, and then tap Account > Find My Friends Help.

---

## Find My iPad

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Apple's Find My iPad service is free to iPad users, but you have to enable it on your iPad before you lose the device! If your iPad is lost, you can use Find My iPad to locate it, to send it a message, and to erase its data. Find My iPad can do all this to your iPad only if the iPad is online, so it is more likely to work with a 3G iPad.

You can also use the [Find My iPhone](#) app on your iPad to locate some other missing iOS device or a Mac running 10.7.2 Lion or later, whether that device belongs to you or to someone else who logs in with a different Apple ID. Whatever the device, it must have Find My iPhone turned on *before* it is lost.



**Note:** I use the terms “Find My iPhone” and “Find My iPad” somewhat interchangeably; Apple introduced the service as Find My iPhone but has had a nomenclature problem ever since they extended the service to the iPad, iPod touch, and Mac.

**MobileMe!?** *If you still have an active MobileMe account, you can alternatively use Find My iPad with your MobileMe login. MobileMe’s Find My iPhone works with some older iOS devices that iCloud doesn’t work with. See [Understand What’s in iCloud](#) for details.*

To enable Find My iPad through iCloud:

1. In the Settings app, tap iCloud.

If you haven’t yet logged in, enter your account information and tap Sign In. If you want detailed advice about your Apple ID or about the login process, please read [Apple ID](#) and [Log In to iCloud](#), earlier.

As you log in, in the dialog that asks if it is okay for the iCloud to use the location of your iPad, tap OK.

2. If it’s not on, tap the Find My iPad switch to turn it on (**Figure 77**).



**Figure 77:** If the Find My iPad switch is on (which it isn’t in this screenshot), then Find My iPad is active on your iPad.

3. Find My iPad works better with the iPad communicating its location frequently, so turn on push: Tap Settings app, tap Mail, Contacts, Calendars > Fetch New Data. Then, on the Fetch New Data screen, make sure the Push switch is On.
4. *This step is optional. Following it may be problematic for you, because it may prevent you from setting up features that you still want to configure. But, if your iPad is stolen, you want Find My iPad to stay active until you can retrieve the iPad or erase its data.*

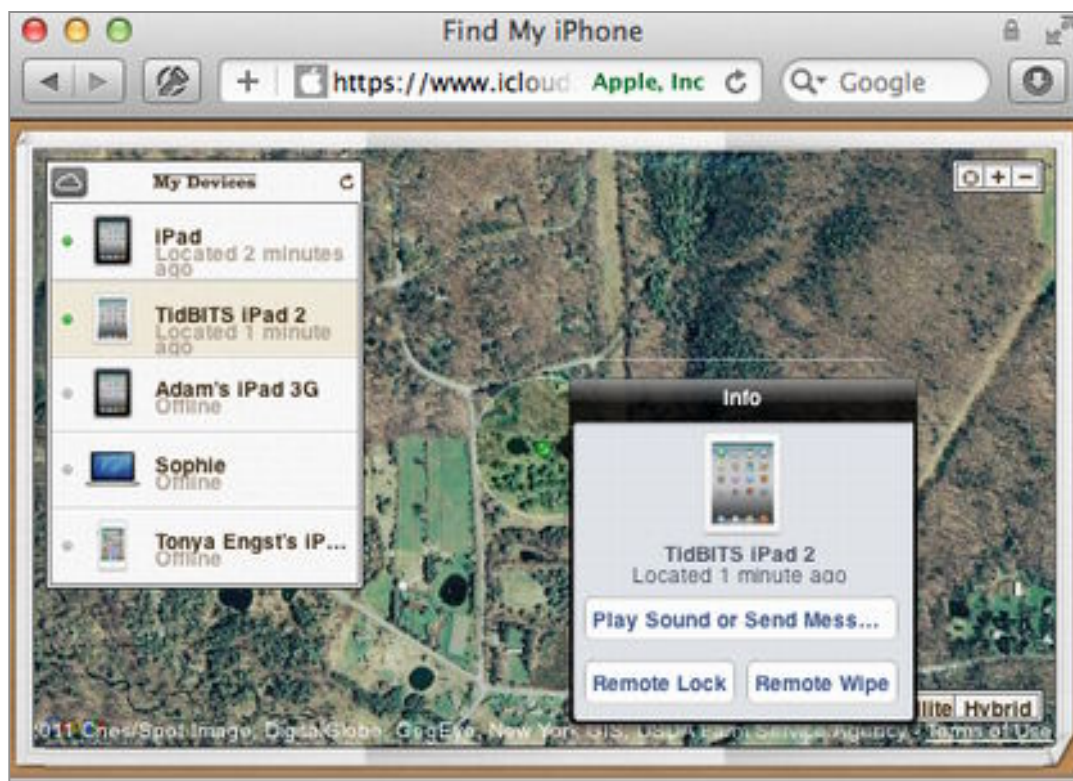
To slow down a thief:

- a. Tap General > Restrictions. If restrictions are not enabled, tap Enable Restrictions and set up a passcode that you are *certain* you’ll be able to remember.

- b. In “Allow Changes” section, tap Location > Don’t Allow Changes.
- c. Back in “Allow Changes,” tap Accounts > Don’t Allow Changes.

To turn off either of the above modifications, return to General > Restrictions, tap in the passcode, and then reverse the setting.

To try the features that go with Find My iPad, use the [Find My iPhone](#) app or log in to the iCloud site at <https://www.icloud.com/> (**Figure 78**). It would be wise to learn how to use Find My iPad now, so that you can use it with confidence if you want to find (or erase) a lost iPad in a hurry. The Remote Wipe really will erase your iPad, rendering Find My iPad inactive.



**Figure 78:** Working in Safari on my desktop computer, I’ve logged in to the iCloud Web site and clicked the Find My iPhone button. With my devices located, I’ve selected TidBITS iPad 2 and clicked the blue info ⓘ button to view my choices in the Info panel.

**Note:** To learn more about securing your iPad, read [Lock Screen](#) and [Security Measures](#), earlier and [Secure Safari](#), later.

# Surf the Web with Safari

The Safari app on the iPad is the mobile version of the same Safari Web browser that you may be using on your computer. Because it must fit on the iPad's smaller screen, some important aspects of using Safari may not be immediately obvious. In this chapter, I assume that you are already in control of the basics of Web use and instead focus on more advanced aspects of using Safari on the iPad.

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## Secure Safari

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Safari's AutoFill feature is a wonderful amenity. It can automatically enter your contact info when a Web site asks for it, such as in a shopping cart. It can also store usernames and passwords, and thus help you breeze through site logins.

To turn on AutoFill:

1. Tap Settings > Safari > AutoFill.
2. If you want Safari to try to fill in your contact info automatically, turn on the Use Contact Info switch. Then, then tap My Info and choose yourself from your contacts list (if you don't have an entry, create one in the Contacts app).
3. If you want Safari to autofill login information, turn on the Names and Passwords switch. (If you turn it on, as you log in to Web sites in the future, you'll be asked if you want to store the login info.)

---

***Don't make it too easy!*** For many people, Safari's AutoFill is a must-have convenience. However, you don't want to extend that convenience to any random passerby who might pick up your iPad. If you use AutoFill, you should set up a Lock Screen passcode (see [Security Measures](#), earlier.)

---

Safari's AutoFill can't be linked to other password-keeping systems, so if you change a password on your desktop computer or smartphone, Safari on your iPad won't know about it. To work around this problem, you can install a third-party app that works not only on your iPad but also on other devices that you own, allowing you to store all your

password info in one place, but have it available where ever you need it. This type of “wallet” software can also usually fill in credit-card information, making it easier to check out from online shopping carts.

I use [1Password for iPad](https://agilebits.com/products/1Password/iPad) (Agile Web Solutions, \$4.99, <https://agilebits.com/products/1Password/iPad>) to store and sync passwords and other private data with my Mac and other iOS devices. 1Password is popular in the Mac community, and the app can also sync with Android and Windows devices. 1Password uses Dropbox (an Internet-based file storage and syncing service, <http://www.dropbox.com/>) as its go-between.

Another worthy app is [Keeper Password & Data Vault](https://www.callpod.com/keeper), by callpod (<https://www.callpod.com/keeper>). Keeper can sync password info among various devices, including Macs, PCs, iOS devices, Android devices, and BlackBerry phones. The app is free, but after a 30-day trial, there’s a \$9.99 annual fee for the service. Keeper uses its own software and servers to sync and store your private information.

### Private Browsing

A new Safari feature in iOS 5 is Private Browsing. Private browsing keeps the Web sites you visit secret from Safari’s history. It also may prevent some sites from tracking your browsing behavior. To turn on private browsing, tap Settings > Safari and then toggle the Private Browsing switch on. With Private Browsing on, the Safari toolbar appears black.

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## Sync Bookmarks and “Read Later” Items


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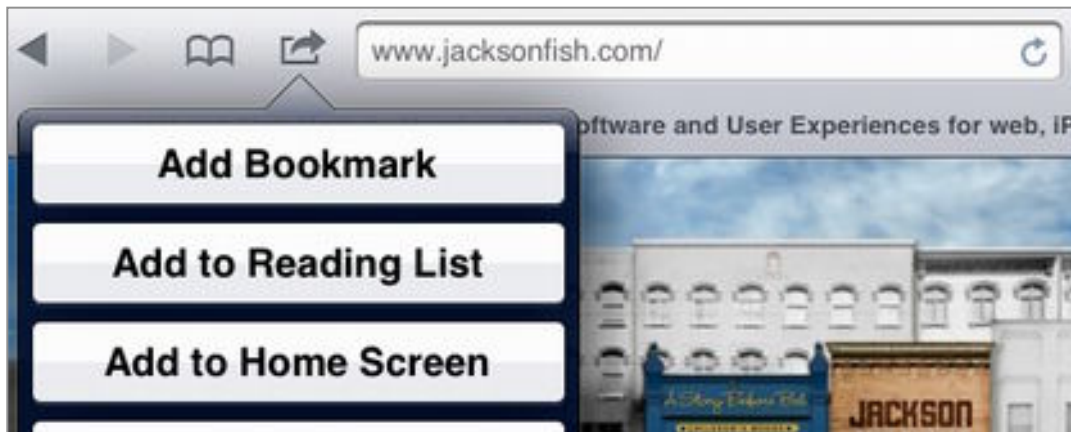
A Web bookmark is a reference to a Web page that you save so that later you can return to the page easily. Most Web browsers save bookmarks in a menu or toolbar.


---

**Syncing bookmarks:** *If you’ve collected bookmarks in Safari on a Macintosh or Windows computer (or in Internet Explorer under Windows), you can synchronize them with bookmarks in Safari on your iPad using either an [iTunes Sync](#) or [iCloud](#).*

---


To bookmark a page, first load the page into the Safari browser so it's active. Then, tap the arrow  button on the toolbar and tap Add Bookmark (**Figure 79**).




**Figure 79:** To add a bookmark, tap the arrow  button and then tap Add Bookmark.

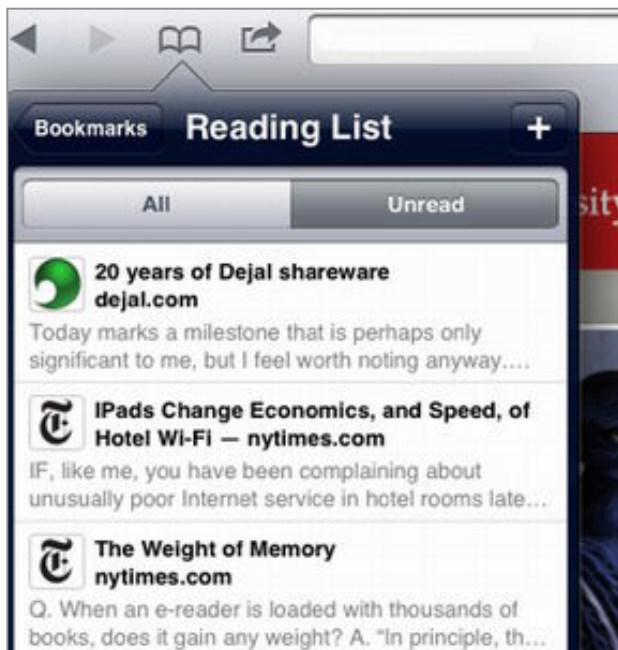
While bookmarks are useful for Web pages that you want to return to repeatedly, Safari's Read Later list is for Web pages that you want to read, but probably only once. You might use it to store articles that friends have recommended, so that later, when you have time, you can read them all in one session. You can sync your Read Later list to another device through iCloud, but not through an iTunes sync.

To add the current Web page to your Read Later list, tap the swooshing arrow  button on the toolbar and tap Add to Reading List.

**Tip:** To “bookmark” a page by adding an icon for it to your Home screen, tap the swooshing arrow  button on the toolbar and then tap Add to Home Screen.

To open a bookmark or a Read Later item, tap the Bookmarks  button in the toolbar at the top of the screen. In the popover that appears (**Figure 80**), tap (if needed) to navigate to your item and then tap the item.




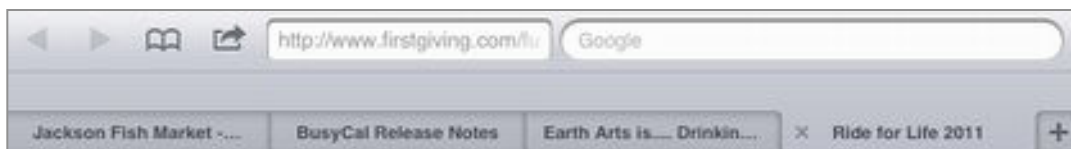



**Figure 80:** Here's a look at a Safari Reading List. To view bookmarks, tap Bookmarks (upper left).

## More Safari Tips

Let's look at a few more aspects of using Safari that you may find helpful (or essential!):

- **Tabs:** A helpful feature added in iOS 5 is tabs (**Figure 81**). With tabs, you can open more than one Web page at a time, and then switch between pages by tapping tabs. To open a new blank tab, tap the plus  button near the upper right. You can also touch a link on a Web page and then tap Open in New Tab. You can even drag tabs to rearrange them. To close the active tab, tap the X beside its name.





**Figure 81:** I've opened four Web pages on four different tabs. Notice the plus  button at the right, which you tap to get another tab.

- **Bookmarks bar:** You can put bookmarks into the Bookmarks Bar folder, and then they can appear on a bar beneath the Safari toolbar for convenient access (**Figure 82**). To show the Bookmarks bar, tap Settings > Safari and then turn on Always Show Bookmarks Bar.



**Figure 82:** The Bookmarks bar appears below the normal toolbar and above the tab bar.

- **Delete a bookmark:** To delete a bookmark, tap the Bookmarks  button, tap Edit, and then tap the bookmark's minus  button.
- **Search:** To search within the currently displayed Web page, type your search terms in the normal search field. Look for your results at the bottom of the search popover, under “On This Page.”

## Download a PDF or EPUB

A Safari feature that's near-and-dear to me, as co-publisher of this Take Control series, is that if you download an EPUB or PDF in the Safari app on your iPad, you can send the file to an app that was designed for ebook reading, such as iBooks or GoodReader. This works for any uncompressed, DRM-free EPUB or PDF (such as an ebook in the Take Control series):

- ◆ If the file is an EPUB, you'll get transfer controls right away.
- ◆ If the file is PDF, you can read it in Safari. Or, to save the file to your iPad so you can read it later (with more features; Safari is a bare-bones PDF reader), tap the screen to reveal a bar with two buttons (**Figure 83**). To use the app suggested in the left button, tap the button. Otherwise, tap “Open in” and then tap an app.



**Figure 83:** Tap a downloaded PDF in Safari to reveal your “Open in” options (upper right). What exact buttons you’ll see depends on which (if any) PDF-reading software is on your iPad.



## Download a Take Control Ebook from Your Account

The advice in the above sidebar applies to the Take Control series. You can access your Take Control ebooks in your Take Control account on the Web. Log in at <http://www.takecontrolbooks.com/account>. If your Library doesn't appear, tap your name at the upper right; then locate your ebook in your Library and tap its PDF or EPUB icon.

(If you don't have an account, tap the link in [Ebook Extras](#) near the end of this ebook and then read carefully to find the directions for creating an account .)

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## Find My Manual

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Another new feature introduced with the iOS 5 version of Safari doesn't have a formal name, but I think of it as "Find My Manual." If you view the bottom of the Bookmarks list in Safari, you'll see iPad User Guide. Tap that option and Apple's iPad manual opens, with an unusual ebook interface for navigating from chapter headings to subheadings to content.

**Tip:** This ebook and the manual have some overlapping content, but if you want help with the less-important Apple apps that I touch on only briefly (or not at all), you can refer to Apple's manual directly within Safari.

# Download and Manage Apps

The iPad's pre-installed apps do many things, but they do not come close to unlocking the full potential of your iPad. Through Apple's App Store, you can download a treasure trove additional apps from Apple and from third-party developers, many of which are free or cost less than \$5.

In this chapter, I introduce you to the App Store, and describe how to download, update, share, and deleting, apps.

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## Find Great Apps

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Whatever your hobby, interest, or goal, there's likely an app (or more likely, ten apps) related to it. Further, some programs on your regular computer likely have iPad counterparts. For example, the popular [Dropbox](#) file-sharing service has an iPad app, as does the voice-over-IP service [Skype](#).

You can see ratings and read reviews in the App Store, but it can be hard to find what you want among the many choices or to determine if a new version of an app has addressed reviewer comments. Here are some ideas for pondering prospective purchases:

- Browse in *Macworld's* AppGuide, at <http://www.macworld.com/appguide/>.
- Try the App Store Genius feature: Open the App Store app, and tap Genius in the tab bar at the bottom of the screen.

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## Differentiate among Types of Apps


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Apps come in a few different varieties, so to make sure you buy what you want on the first try, keep these pointers in mind:

- iPhone apps work on the iPad, but they are designed for the smaller iPhone or iPod touch screen. [Cards](#), an app that Apple released at the same time as iOS 5, is an iPhone app (**Figure 84**).



**Figure 84:** The Cards app shows on the iPad screen at iPhone size. You can tap the 2X button (lower right) to increase the size to fill the screen, but the full-screen display will look chunky.

- Some apps come in a “universal” format that scales appropriately to any iOS screen. A Universal app has a small, white plus  badge in (or beside) its price tag.
- iPad-only apps do not work on the iPhone or iPod touch.
- Some iPad-only apps (particularly those with iPhone versions) have HD in their names. For a television, *HD* means the screen is *high-definition* and thus can display many pixels at once. For an app, HD informally means the app was designed for the iPad screen.

- Some apps come in two forms, one free and one not free. The free version lets you try the app, and it may include ads. Later, if you like the app and want to skip the ads, you can buy the not-free version.
- Some games are integrated with Apple's Game Center app. These apps have a Game Center  badge beside their logos in the iTunes Store.
- You can share app purchases with up to five other computers. This can require planning and patience. Consult [Share Apps](#), ahead, for more information.

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## Shop for Apps

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So long as you are logged to the iTunes Store with the usual Apple ID that you use for app purchases, you can shop in iTunes on any computer or in the App Store app on any iOS device. No matter where you shop, the steps are similar. In this chapter, however, I describe shopping on the iPad.

**Tip:** If you don't shop on your iPad, to move purchased apps to your iPad, you can use the redownload or automatic download feature in [iCloud](#), or (if you shopped on your computer) you can do an iTunes sync as described in [Manage an iTunes Sync](#).

Before you begin shopping for an app on your iPad, you may wish to verify your iTunes Store account or change its payment method: Tap Settings > Store to work with your account.

When you're actually shopping in the App Store app, you have can locate an app by browsing or by searching:

- To browse, tap the Featured, Genius, Top Charts, or Categories button, located on the tab bar at the bottom of the screen.
- To hunt for a specific app (such as OmniGraffle or Instapaper) or to search with a keyword, tap the Search field at the upper right and type your query. Once the App Store shows search results, you can tap the options at the top of the screen to filter them (**Figure 85**).



**Figure 85:** In this screenshot, I'm searching for 5-star apps that turn up after searching for postcard.

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**No Search field?** Tap a button at the bottom of the screen to get out of Purchased or Updates mode.

---

To cancel a search, tap the Cancel button at the top left. To clear the Search field so you can search for another term, tap in the Search field, and then tap the X icon at the right of the Search field.

To buy an app (even if it's free), follow these steps:

1. Tap the app's price button, or the FREE button.

The button changes to a green BUY APP or INSTALL APP button.

2. If you definitely want the app, tap the green button.
3. If you are not logged in to an iTunes Store account, you will be asked to log in. You may also be asked to agree to new iTunes Store terms and conditions.

Once you have acquired an app, the iPad shows the app icon with a dimmed icon on the Home screen (a new page is added if necessary). A progress bar on the icon fills as the app downloads (**Figure 86**).




**Figure 86:** As an app downloads, a progress bar shows on its icon.

## Download a New App to a Different Device

If you've already turned on iCloud's automatic downloads, your new app also downloads to any other iOS devices logged in with the same Apple ID, so long as they have sufficient power and are online (see [How to Set Up Your Apple ID for the iTunes Store](#)).

If you haven't turned on automatic downloads, you can manually download the app. To do so:

3. On that other device, in the App Store app, tap the Purchased button on the tab bar. (On an iPhone, tap Updates, then tap Purchased.)
4. At the top of the screen, tap the Not on This iPad (or iPhone/iPod) button at the top of the screen.
5. Tap the iCloud  icon beside the app that you want to download.

If you've set up iTunes to sync apps, the next time you sync, your new app will copy to your computer. To verify that your app is on the computer, look for it in your iTunes library—in the iTunes sidebar, under Library, click Apps (**Figure 87**).



**Figure 87:** The Clock Pro HD app that was downloading in the previous figure is now installed on my iPad, and it has synced to the Apps collection in my iTunes library on my desktop computer. You can see the Clock Pro HD icon near the upper right. Also, notice the view buttons adjacent the Search field at the upper right—experiment with them to find the view that works the best for you.

**Tip:** Earlier, in [Move App Icons](#), I explained how to rearrange app icons on the Home screen and Dock.

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## Start Using a New App

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Now that you've downloaded your app, it's time to try it out!

Here are some tips for exploring a new app:

- In the Settings app, tap the app's name in the left pane below the standard iPad settings (some apps won't appear there, but many will). When you tap an app's name in the left pane, its settings appear at the right. Review the settings, since they help you understand the features better. Customize them for how you think you'll use the app.
- When you launch a new app that supports [Notifications](#), the app should ask if you want to allow notifications related to it. However, you may want to customize those notifications: in the left pane of the Settings app, tap Notifications. If your app appears in the Notifications view, you can configure its notification settings.
- On the Home screen, tap the app's icon to open the app. If it's an iPhone app, it appears iPhone-sized in the center of the screen. You can enlarge it by tapping the 2x badge, located at the lower right.

---

***Can't find your app?*** Skip ahead to [Search with Spotlight](#).

---

- Rotate the iPad to see if the app provides different options in different orientations.
- Tap once in the center of the screen to see what happens. Tap twice.
- If an app has a tab bar (a *tab bar* is like a toolbar—a row of buttons, but Apple calls it a tab bar on the iPad), look for a More button at the right. It may lead to important controls.
- If the app has a Help option, read the help. You may also wish to look for help on the developer's Web site using a different computer. It's easier to read documentation on one screen while you use the iPad separately.



- If you want to move documents into the app from your computer, see, the last bullet item in [Learn More about iTunes Syncing](#), ahead.

When you are done using your app, you can leave it open on the screen, though you may wish to switch back to the Home screen, to maintain your privacy, or to be sure that controls in the app don't get tapped accidentally. To switch back to the Home screen, press the Home button.

**Tip:** If you've pressed the Home button down accidentally and—while you still have the button down—realize that you didn't want to leave the app, keep holding it down while you count slowly to 3. Now release the Home button and you'll remain in the app.

---

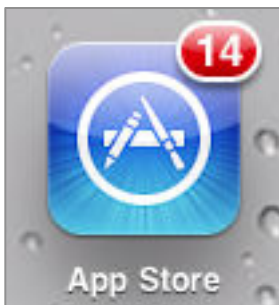
## Manage Apps

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Let's talk about a few app housekeeping tasks that you may wish to perform, perhaps now, perhaps on a regular schedule, or perhaps only occasionally.

### Update Apps

Your iPad apps will likely be updated occasionally—or even quite frequently—by their developers. If any updates are available, you'll see a red badge on the App Store icon on the Home screen (**Figure 88**). And, if you open the App Store app, the Updates button on the tab bar will also have a red badge. The number in the badge indicates the number of updates available.



**Figure 88:** The red badge on my App Store icon indicates that I have 14 updates awaiting download.

If you've set up an [iTunes Sync](#), you can update your apps within iTunes on your computer and then sync them to your iPad. However, you can also update them right on your iPad. Here's what to do:

1. If you have a 3G iPad, take note of the sidebar just after these steps.
2. In the App Store app, tap the Updates button on the tab bar.

The Updates screen lists all available updates (**Figure 89**).






**Figure 89:** In the App Store app, tap Updates to view a list of any available updates.


3. Next:
  - ▶ To download and install all the updates, tap the Update All button (at the upper right).
  - ▶ To download and install a particular update, tap its FREE button.
4. If you're asked for your iTunes Store password, enter it.

The iPad shows the Home screen with a gear spinning at the left side of the status bar. A progress bar in the app's icon fills as the update downloads and installs.

## Transferring Data with a Cellular Connection

If you have a 3G iPad and are connected to the Internet via the cell network, you may not wish to wipe out a chunk of your current data plan allotment by transferring a lot of data that could be just as easily transferred via Wi-Fi or iTunes. (You can update an app via a cellular connection only if its size is less than 20 MB.)

If you are connected through a cellular network, one of these icons will appear near the left of your status bar:  (3G),  (EDGE),  (GPRS). A connection over EDGE is likely too slow for satisfactory app downloading and GPRS strikes me as likely to fail.

If you are connected through a Wi-Fi network, you'll see a Wi-Fi  icon near the left side of the status bar.

Although your 3G iPad should connect preferentially to an available Wi-Fi network instead of a cellular network, you can force a Wi-Fi connection by tapping Settings > Cellular Data, and then turning off the Cellular Data option.

## Share Apps

You can share apps among any other iOS devices that you sync to the same iTunes library that your iPad syncs to. So, if you own an iPod touch, there's no problem with sharing compatible apps between the iPod touch and the iPad. Or, if your brother also syncs his iPad to a computer that you both share, that's no problem.

And, you can share apps among anyone who logs in to the iTunes Store with the same Apple ID that you do; in fact, some families set up an iTunes Store Apple ID for the express purpose of sharing purchases.

It is possible to create more a more complex app-sharing scenario using Apple's Home Sharing feature. With Home Sharing, apps purchased with a single iTunes Store account can be transferred to as many as five authorized computers (Macintosh or Windows, or a mix) and from those computers the apps can be synced to quite a number of iOS devices. The Home Sharing transfer must take place on a local network, so this works well within a household, but it won't work among relatives who live in different locations.

---

**Major update annoyance!** *A downside of sharing apps is that to update them, you must enter the iTunes Store password of the person who originally purchased the app. My husband and I shared apps for a while using Home Sharing, but we found the entering and re-entering of our respective passwords in order to get updates to be so frustrating that we now use it only for one rather expensive app.*

---

**Tip:** For details on authorizing—and de-authorizing—a computer to share purchases from an iTunes account, read the article at <http://support.apple.com/kb/HT1420>. And, for a great deal of discussion about how to share iTunes media within a family, read the *TidBITS* article at <http://tidbits.com/article/11627>. (With the advent of iTunes Match, this article is somewhat dated in its treatment of music.)

To get started with Home Sharing, on each computer that will be sharing, in iTunes, choose Advanced > Turn On Home Sharing and then enter the account information for the iTunes account that you want to share. You must enter the same account info on each computer.

The shared library appears in the iTunes sidebar under the Shared category.

To copy apps from a shared library to the iTunes library on your computer, follow these steps:

1. In the iTunes sidebar, under the Shared category, under the name of the shared library, select Apps. You may have to click the triangle beside the name of the shared library to reveal the Apps option.

The shared library's apps appear in the pane at the right.

2. If you wish, use the Show pop-up menu at the bottom left of the apps pane to expand or limit the list of apps that is shown.
3. Highlight the app(s) that you want to copy, as I've done with two apps shown in **Figure 90**.



**Figure 90:** To copy apps with Home Sharing, start in the iTunes sidebar by selecting the shared library's Apps category. Then, at the right, select the apps that you want to copy (shown with a blue highlight at the right here) and click the Import button.

4. At the lower right, click Import.

Now that you've transferred the apps to your computer, you can sync them to any iOS device that normally syncs to your computer.

### Transfer Automatically

You can automate Home Sharing so that it transfers new purchases for you:

1. Under Shared in the iTunes sidebar, select the shared library.
2. Near the lower right, click the Settings button.
3. Select the types of media that you want to transfer automatically, and then click the OK button. This setting applies only to new purchases, not existing items.

**Tip:** To learn more about setting up and using Home Sharing, consult <http://support.apple.com/kb/ht3819>.

## Delete Apps

To remove an app from your Home screen (but be able to get it back), follow these steps:

1. Find the app on the Home screen, and touch its icon until all the icons wiggle.
2. On the icon for the app you want to delete, tap the X badge.

---

**No X?** *You can't delete the default Apple apps. If you don't want one on your Home screen, the best you can do is put it in a folder or relegate it to a page way to the right. (The [Newsstand](#) app won't go into a folder, however.)*

---

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**Delete app data?!** *When you delete an app, the iPad deletes the app's data—information such as settings, documents, and game scores.*

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3. In the alert box that appears, confirm the deletion.

The app disappears from your iPad, though you can get it back (with no additional charge) by redownloading it from the App Store.

Alternatively, if you've set up app syncing with an [iTunes Sync](#), you can delete an app from within iTunes on the computer. There are a few options, depending on how irrevocably you want to remove the app.

To delete an app so that it won't appear on your iPad (but it will remain in iTunes such that it could be resynced):

1. In the iTunes sidebar, select your iPad.
2. In the button bar near the top right, click Apps.

Locate the app in the list at the left or on one of the images of your Home screen at the right. If you go the list route, deselect the app's checkbox. If you work with the Home screen images, hover the mouse over the app's icon, and click the X that appears.

3. Click the Apply button at the lower right.

To restore the app to your iPad, select the iPad in the iTunes sidebar and click the Apps button to open the Apps pane. In the list of apps, select the app's checkbox. Click the Apply button at the lower right.

To remove the app entirely from your iTunes library, so it won't show up as a syncing option for your iPad or any other Apple device:

1. In the sidebar, in the Library category, select Apps.
2. Select the app that you want to delete.
3. Press Delete (or choose Edit > Delete), and click Remove in the first dialog that appears.
4. A second dialog checks on how serious you are:
  - To remove the app entirely, click Move to Trash. The app will be removed from your disk next time you empty the Trash on your computer.
  - To remove the app from your library but be able to bring it back later, click Keep Files.

If you chose the second option in the step above, your app will remain in the Mobile Applications folder created for you by iTunes. If you want it back, you have a few options:

- Drag it from the Mobile Applications folder to the Library portion of the iTunes sidebar
- Redownload it from the iTunes Store, either directly on your iPad or through iTunes on your computer. On your iPad, in the App Store, tap the Purchased button at the bottom of the screen and then tap Not On This iPad. You must log in to the iTunes Store (Settings > Store) with the Apple ID originally used to buy the app.
- If you acquired the app through Home Sharing, you can copy it from the shared iTunes library.



# Manage an iTunes Sync

iTunes got its start as a program that could manage audio files. When Apple first released the iPod, Apple modified iTunes so that you could transfer music from iTunes to the iPod. Since then, iTunes has been enhanced to transfer not just music, but also contacts, calendars, photos, and more. If you are a control freak with time to spare, you'll love the many options for synchronizing data in iTunes.

When you sync your iPad with iTunes, you connect the iPad to a specific computer, usually one that you use regularly, in order to transfer files and data between the computer and the iPad, and (optionally) to back up your iPad. You can make the connection with the Dock Connector to USB cable that came with your iPad, or through a local Wi-Fi network.

**Note:** If you've read this ebook straight through so far, you've already found specific information about many types of data that you can sync through iTunes. For example, [Sync Calendars, Reminders, and Contacts](#) has a topic about iTunes syncing and [Set Up Your Email Account](#) talks about syncing email settings through iTunes.

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## Decide If You Should Set Up an iTunes Sync

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Here are some reasons why you would set up a wired or wireless iTunes sync:

- You need to move files and data to and from your iPad, and you don't have a reliable, affordable, or available Internet connection.
- An iTunes sync is a convenient or obvious way to transfer something between your computer and your iPad. For instance, you may want to transfer media that you've stored in iTunes, but that you did not purchase from Apple—this could be music that you've ripped from your own CDs or an ebook bought from the Take Control Web site. Also, for some iPad apps, iTunes may be the only supported method of syncing data.

- Although you generally want to use iCloud for downloading new media from Apple to your iPad and other devices, you want to set up a new iPad with an iTunes sync so that you can efficiently transfer a custom collection of already-purchased media to the device. (You may also want your new Apple purchases stored in iTunes on your computer as you go, so that you can transfer them quickly in the future if you need to restore, replace, or otherwise rebuild your iPad.)
- Your iPad has gone dead, save for an image graphically urging you to connect it to iTunes.
- You are uncomfortable with using iCloud for syncing one or more types of data or files, because it is a new service and may still have quirks and bugs. You prefer to use iTunes because you already know how to use it, or because you think it would be better to stay away from iCloud until it is more advanced.

**Note:** You can connect multiple iPads, iPhones, and iPod touches to the same computer.

---

## Handle Syncing Preliminaries

---

Before you can start syncing, you should do some prep work:

1. Decide which computer to use. As a rule of thumb, you should always connect your iPad to the same computer. This computer must be Macintosh running Mac OS X 10.5.8 Leopard or later, or a Windows PC running Windows XP Home (SP3 or later), Windows XP Professional (SP3 or later), Windows Vista, or Windows 7. Apple says that the computer must also have a USB 2.0 port. (The USB 2.0 requirement eliminates the Power Mac G4 [QuickSilver 2002] as an option, as well as some eMac models.)

---

***Pay attention to power!*** *If you have more than one computer that you could reasonably connect to, and if charging your iPad through USB while you sync is important to you, take a minute to consider your options. Read [Pick a Powerful Port](#).*

---

2. If you don't already have iTunes installed on the computer you chose in the previous step, download and install iTunes from <http://www.apple.com/itunes/download/>.
3. Check your iTunes version. In iTunes, choose iTunes > Check for Updates (in Windows, choose Help > Check for Updates). If your copy of iTunes is not fully up-to-date, follow the prompts to install the latest version.

---

## Configure and Start Your Sync

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Now that you've decided which computer to sync with and installed the latest version of iTunes, it's time to roll up your sleeves and get syncing. I've broken the steps into two parts: first you'll connect your iPad to iTunes on your computer, and then you'll configure a full sync.

**Note:** Your first full iTunes sync may take several hours.

### Connect your iPad to iTunes:

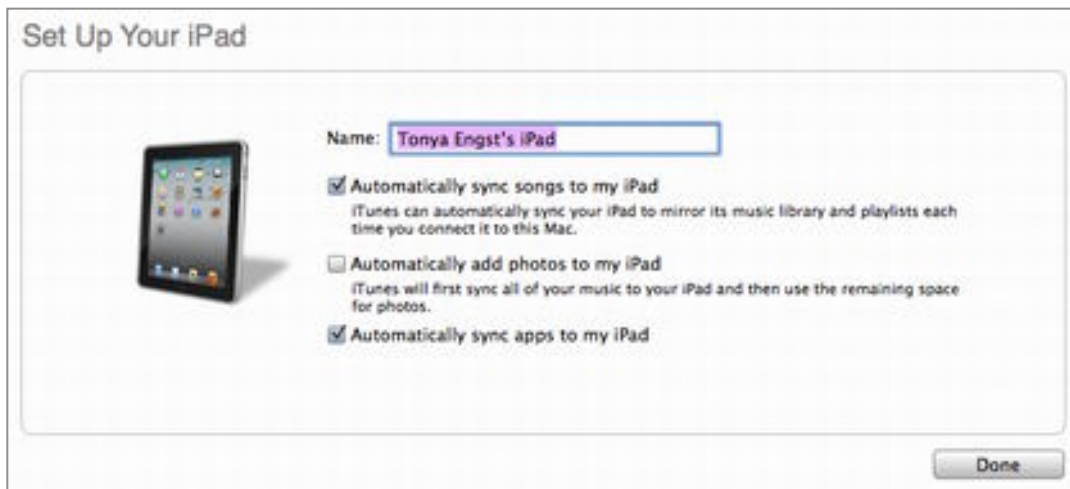
1. Set up iTunes so it won't start syncing before you are ready: In iTunes on your computer, choose iTunes > Preferences (in Windows, choose Edit > Preferences). On the toolbar, click Devices. Ensure that the checkbox "Prevent iPods, iPhones, and iPads from syncing automatically" is selected. Click OK.
2. Plug one end of the iPad's Dock Connector to USB cable into the dock connector port on the edge of the iPad, and plug the other end into a USB port on your computer.

---

***I'm in iPhoto!** iPhoto—or some other photo program—may launch. If that happens, you can download any images from the Camera Roll album in the Photos app now.*

---

3. If iTunes isn't the frontmost app, switch to it or launch it.
4. iTunes may display the dialog shown in **Figure 91**. If you *don't* see the dialog, skip this step. (If you see a different dialog, work through it and resume these steps when possible.)



**Figure 91:** When you connect a new (or newly reset) iPad, to your computer, you'll likely see this dialog in iTunes.

In the dialog shown in **Figure 91** (above), Apple is trying to provide a foolproof way to set up a sync. Here's how to handle each checkbox:

- **Automatically sync songs:** In this case, a “song” includes regular music, ringtones, music videos, voice memos, audiobooks, podcast episodes, and—oddly—ebooks. If you have more than a handful of these items stored in iTunes, don't select this checkbox, because it turns on syncing for too many types of media at once. You'd be better off setting up syncing for these items separately, later in these steps.
- **Automatically add photos:** Don't select this checkbox unless your other selections in the dialog will leave plenty of free space on your iPad. You do not want iTunes to fill the iPad's remaining space with photos, because having extra space free for wirelessly downloading apps and other items to your iPad is an important convenience. Later in these steps, you'll have a chance to tell iTunes which photos to sync.
- **Automatically sync apps:** Select this checkbox if you want to sync all the apps in your iTunes library *to* your iPad. If you already have a bunch of apps stored in iTunes and aren't sure if they should all sync to your iPad (for example, you might have a bunch of iPhone apps), then don't select this checkbox. You can pick specific apps to sync later in these steps.

When you finish selecting or deselecting the checkboxes, click Done.

Depending on what you've selected, iTunes may begin syncing (**Figure 92**) media and/or apps to your iPad. If it is syncing, wait for it to finish before you continue.



**Figure 92:** The status area at the top of the iTunes window lets you know how the sync is progressing.

5. Select the iPad in the sidebar (**Figure 93**).



**Figure 93:** You should see your iPad in the iTunes sidebar, in the Devices category. In this screenshot, the blue highlight indicates that I've selected the iPad named *TidBITS iPad 2*.

---

**Now you know:** *If you ever encounter instructions telling you to “select your iPad in the iTunes sidebar,” now you know what to do.*

---

**Tip:** To change your iPad's name, double-click the name in the iTunes sidebar and type a new name.

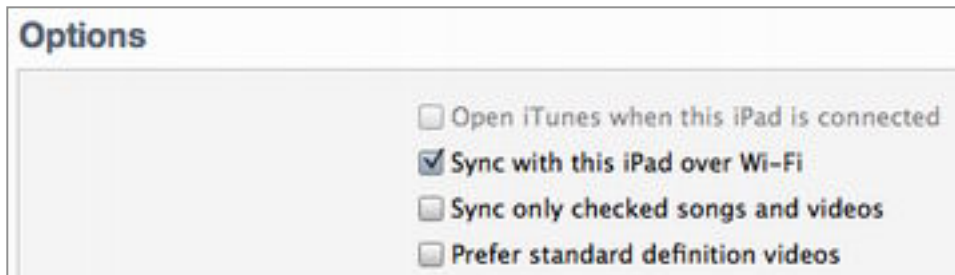
### Configure a full iTunes sync:

1. With your iPad selected in the iTunes sidebar, near the top of the main iTunes window, make sure Summary is selected.
2. In the Summary pane, in the Backup area, select the radio button for where you want your backup to go (**Figure 94**) (I talk more about this earlier, in [Backing Up and Restoring](#)). iCloud backups are automatically encrypted; you can choose whether you want to encrypt computer backups. If you encrypt computer backups, certain passwords (such as those in email accounts) are stored in the backup.



**Figure 94:** Use the controls in the Backup area to tell iTunes whether or not it should “Back up to this computer.”

3. You can transfer data between your iPad and iTunes through a USB cable or through a Wi-Fi network. A USB connection is usually faster, but Wi-Fi is more convenient if you have an active Wi-Fi network. If you want to sync wirelessly, in the Summary pane, in the Options area, enable the “Sync with this iPad over Wi-Fi” checkbox (**Figure 95**). You can change this setting at any time, or switch back and forth as desired.

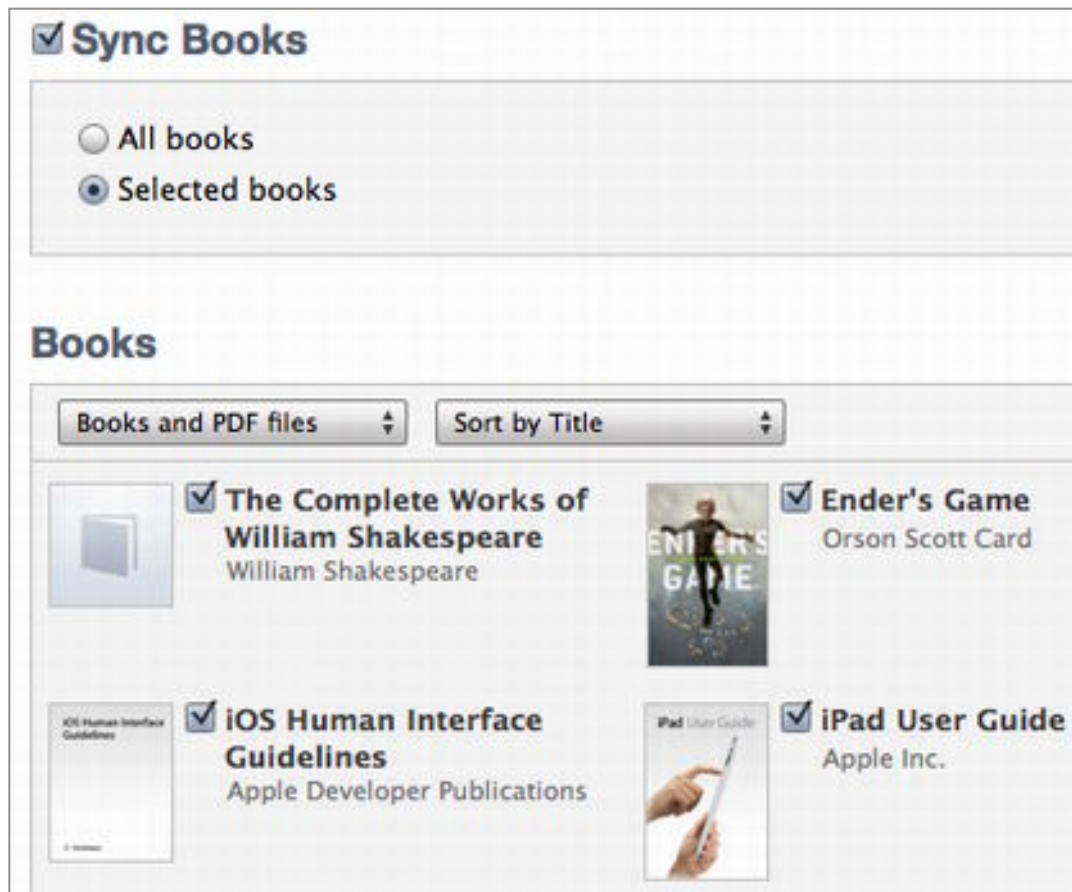


**Figure 95:** To turn on wireless syncing, select “Sync with this iPad over Wi-Fi.”

4. Now the fun begins! Work through the panes that appear to the right as you click their buttons in the button bar near the top of the iTunes window. Most panes—Music, Movies, TV Shows, Podcasts, iTunes U, Books, and Photos—are reasonably self-explanatory, but be sure to scroll down all the way in each one, since important options are sometimes at the bottom. I give tips for some of the nuances of this step later in this chapter, so read ahead if you like.

Begin with a quick survey of the different panes, and turn on only one or two options. You can see how just a few types of data or media sync (and how long each one takes!) before you turn on more types. For instance, in **Figure 96**, I’ve turned on options for syncing ebooks from iTunes to the iBooks app.





**Figure 96:** In the Books pane, I've told iTunes to transfer only selected ebooks from my computer to my iPad.

As you work, notice the Capacity bar at the bottom of the iTunes window. It shows how much space is available on your iPad (**Figure 97**). (If it doesn't seem to be changing, you may not be adjusting your sync settings enough for the new capacity to register).



**Figure 97:** Audio and video are taking up much more space than photos on this iPad, and three-quarters of its capacity is filled.

**Tip:** Click a label below the Capacity bar to learn more. For example, if I click Audio in the figure just above, iTunes tells me how many songs I've synced. I can click again to learn how many hours of music that amounts to, and again to return to the original size in GB.



5. Click the Apply (or Sync) button at the lower right to begin your sync.

iTunes shows the sync's progress in the status area at the top of the iTunes window. You can click the X at the right of the status area at any time to cancel the rest of the sync.

6. *This step is important!* In the Devices pane of the iTunes preferences dialog, deselect the checkbox for “Prevent iPods, iPhones, and iPads from syncing automatically” that you selected earlier in this procedure. That way, syncing will begin automatically whenever you connect your iPad to iTunes via USB or, if you enabled wireless syncing, whenever a sync should occur.

Congratulations! You've successfully completed an iTunes sync. (If you set up wireless syncing, on your iPad go to Settings > General > iTunes Wi-Fi Sync. In the iTunes Wi-Fi Sync view, you should see that the option is now on.)

If you want to change your sync settings, follow approximately the steps above once again, except for a wireless sync, you don't have to connect the iPad with the USB cable.

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## Learn More about iTunes Syncing

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Here are some tips for effective iTunes syncing:

- Audio files in your iTunes library sync with the Music app on the iPad.

**Tip:** To learn a great deal more about managing and enjoying music in iTunes on a desktop computer and for help with ripping audio CDs into iTunes, read [Take Control of iTunes 10: The FAQ](#).

- Movies in your iTunes library sync with the Videos app, as do TV Shows. An exception is that iTunes movie and TV *rentals* can be transferred (not synced) to the iPad, but cannot be transferred from the iPad to iTunes. Another exception is manual syncing (see the next item).
- Notice a few special settings on the Summary pane, in the Options section. Some of these—“Sync only checked songs and videos” and

“Manually manage music and videos”—give you fine-grained control over which music and video files transfer to the iPad. (However, that control may come at the expense of your sanity, if you have a lot of media.) Also note the “Convert higher bit rate songs to 128 kbps AAC” checkbox in the Options section—selecting it reduces the amount of space that your music consumes on the iPad but can slow a sync down.

- To copy a file directly into an iPad app—or from an app to your computer, you may be able to use a special option on the Apps pane:

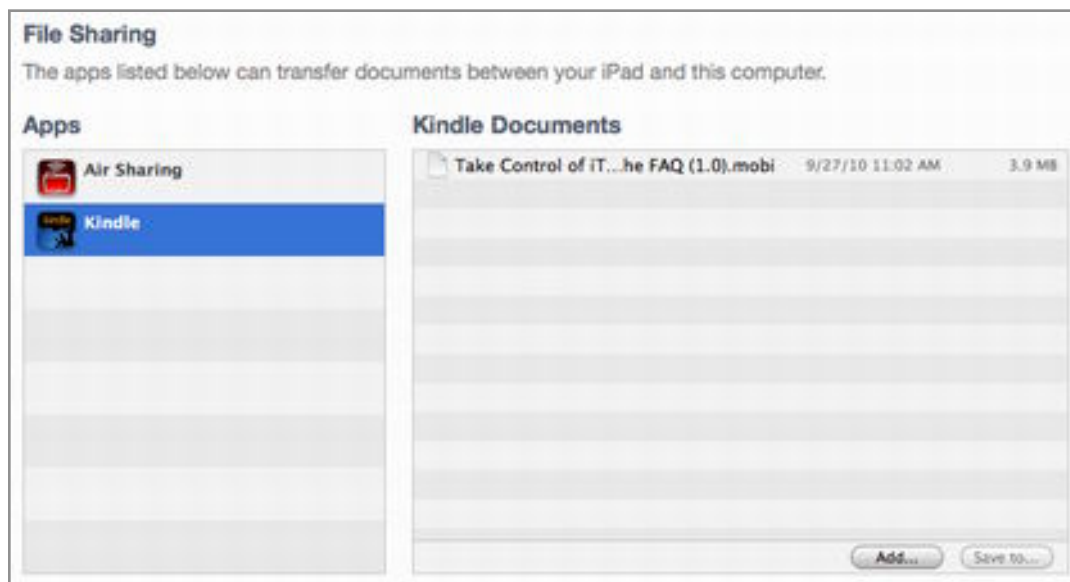
1. In the Apps pane, scroll down to the “File Sharing” section.

If an app supports copying files into and out of its file storage area on the iPad, you should see it in the Apps list at the left.

2. Select the app from the Apps list.

A Documents list for that app appears at the right.

3. Click the Add button to add a file to that app (**Figure 98**).



**Figure 98:** In the “File Sharing” section of the Apps pane, you can copy a file to a particular app. To see which files you’ve already copied to an app, select the app’s name at the left, as I’ve done here with the Kindle app. Click the Add button (lower right) to add a file.

The document copies immediately to the iPad (without a sync taking place). If you want to delete it from the iPad, select it in the list and press Delete.

You can also copy files from an app's file list to your desktop computer. To do so, follow the steps given just previously, but in Step 2, select the document(s) that you want to copy and then click the Save To button.

- Ebooks sync between your iTunes library and iBooks; audiobooks sync to the Music app.
- With respect to podcasts, it works best to think of episodes as going one way from your iTunes library to your iPad. Set up the sync to remove older episodes from your iPad.
- To best use iTunes U (a fabulous source of free lectures), think of episodes as going one way from your iTunes library to your iPad. Set up the sync to delete older episodes from your iPad. Lectures may end up in the Music or the Videos app.
- Digital photos copy from your iPhoto library or other photo-management software, or a folder on your drive, *to* the iPad.
- If you've transferred photos to your iPad from the iPad Camera Connection Kit, if you've saved photos attached to email messages, or if you've taken screenshots by pressing the Home and Sleep/Wake buttons simultaneously, when you connect your iPad to your computer, photo-management software may launch and offer to import the photos from the Photos app. (And, if it doesn't launch, you can launch it yourself—the software should treat your iPad just like any other USB-attached digital camera.) You can import the photos or quit the software, though if you are using iCloud's Photo Stream, the photos may already be copied to your computer.

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## About the Author

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Tonya Engst is best known for co-founding the *TidBITS* (<http://tidbits.com/>) online publication in 1990 with her now-husband Adam Engst. Tonya also co-founded and is Editor in Chief of the Take Control series, published by TidBITS Publishing Inc. When she's not working at her computer, using her iPad, or hanging out with family and friends, you can probably find her outside, riding a bicycle or cross-country skiing.

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Publishers Adam and Tonya Engst have been creating Apple-related content since they started the online newsletter *TidBITS*, in 1990. In *TidBITS*, you can find the latest Apple news, plus read reviews, opinions, and more (<http://tidbits.com/>). Adam and Tonya are known in the Apple world as writers, editors, and speakers. They are also parents to Tristan, who thinks ebooks about clipper ships and castles would be cool.

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*[Take Control of iTunes 10: The FAQ](#)* (Kirk McElhearn): This FAQ-style ebook helps you wrap iTunes around your little finger and enjoy your media more.

*[Take Control of Mail on the iPad, iPhone, and iPod touch](#)* (Joe Kissell): Develop your mobile email strategy and learn how to use email effectively on your handheld Apple devices.

*[Take Control of Scrivener 2](#)* (Kirk McElhearn): Write your screenplay, novel, or dissertation with the author-focussed features in Scrivener!

*[Take Control of Spotlight for Finding Anything on Your Mac](#)* (Sharon Zardetto): Whether by mouse or menu, or by typing a complex query, you'll learn how to find your files, contacts, images, and much more.

*[Take Control of TextExpander](#)* (Michael E. Cohen): Whether you want to type faster or you already use TextExpander but want to harness its power more fully, let Michael lead you to typing nirvana.

*[Take Control of Your Paperless Office](#)* (Joe Kissell): With your Mac, scanner, and this ebook in hand, you'll finally clear the chaos of an office overflowing with paper.

*[Take Control of Using Lion](#)* (Matt Neuburg): Learn to use 10.7 Lion effectively, whether you embrace all of Lion's new features or strike a balance between old and new.

*[Take Control of Upgrading to Lion](#)* (Joe Kissell): Find friendly advice that prepares you for a successful installation, plus learn how to best run the installer while avoiding problems.